

| | | | | | | | |
|---|--|---|--|--|-----------|--|---------------------------|
| AWARD/CONTRACT | | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) → DO-C9 | | RATING | | PAGE OF PAGES 1 393 | |
| 2. CONTRACT NO. (Proc. Inst. Ident.) NO. NNJ04JA52C | | 3. EFFECTIVE DATE See Block 20 C | | 4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 4200020755 | | | |
| 5. ISSUED BY: CODE BJ2 NASA Lyndon B. Johnson Space Center 2101 NASA Parkway Mail Code: BJ2, Institutional Procurement Office Houston, Texas 77058-3696 | | 6. ADMINISTERED BY (If other than item 5) CODE | | | | | |
| 7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP) Tessada & Associates 8001 Forbes Place, Suite 310 Springfield, VA 22151 | | | | CODE | | FACILITY CODE | |
| 8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER | | 9. DISCOUNT FOR PROMPT PAYMENT Offeror to fill in | | | | | |
| 10. SUBMIT INVOICES (4 copies unless other-wise specified) TO THE ADDRESS SHOWN IN: → ITEM G.8 | | | | | | | |
| 11. SHIP TO/MARK FOR CODE Transportation Officer, Building 421 Mark For: Accountable Property Officer NASA Lyndon B. Johnson Space Center Mark With: Contract #: NNJ04JA52C 2101 NASA Parkway Houston, Texas 77058-3696 For Reissue: IC/Steve Guy, Bldg. 45 | | | | 12. PAYMENT WILL BE MADE BY: CODE LF2 NASA Lyndon B. Johnson Space Center LF2/Financial Management (Payables) 2101 NASA Parkway Houston, Texas 77058-3696 | | | |
| 13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 41 U.S.C. 253(c) | | | | 14. ACCOUNTING AND APPROPRIATION DATA | | | |
| 15A. ITEM NO. | | 15B. SUPPLIES/SERVICES | | 15C. QTY | 15D. UNIT | 15E. UNIT PRICE | 15F. AMOUNT |
| | | Offeror to perform services in accordance with the JSC Information Management and Media Services (JIMMS) Statement of Work (SOW), Section C | | 1 | Lot | | See Section B, Clause B.3 |
| 15G. TOTAL AMOUNT OF CONTRACT ⇒ \$ | | | | | | | |

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

| | | | |
|--|------------------|--|------------------|
| 17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>4</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents (s) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.) | | 18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary. | |
| 19A. NAME AND TITLE OF SIGNER (Type or print) | | 20A. NAME OF CONTRACTING OFFICER | |
| 19B. NAME OF CONTRACTOR | 19C. DATE SIGNED | 20B. UNITED STATES OF AMERICA | 20C. DATE SIGNED |
| BY _____ (Signature of person authorized to sign) | | BY _____ (Signature of Contracting Officer) | |

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 JSC MS Word (Aug 95)

 STANDARD FORM 26 (REV. 4-85)
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 FAR (48CFR) 53.214(a)

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NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATIONS (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No FAR by reference in Section B

II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No FAR by-reference clause in Section B

III. FULL TEXT CLAUSES**B.2 SUPPLIES AND/OR SERVICES TO BE FURNISHED**

The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to support the services to be provided in accordance with the Statement of Work in Section C. The services to be performed under the terms and conditions of this contract will be acquired as detailed: This contract is for JSC Information Management and Media Services (JIMMS) for the Johnson Space Center (JSC) using cost reimbursable Indefinite Delivery/Indefinite Quantity (IDIQ) contracting method. This method provides for the acquisition of necessary labor, supplies, and other services of a recurring nature that cannot be sufficiently identified, predetermined, or qualified in advance. This contract shall utilize an award fee provision for the work being performed.

The Contractor is required to furnish all the services identified in the Statement of Work. These services shall be ordered in accordance with Federal Acquisition Regulation (FAR) clauses entitled "Ordering," "Order Limitations," and "Indefinite Quantity" found in Section I. The Government's obligation for the indefinite quantity is limited to that specified in Clause B.3.

(End of Clause)

B.3 IDIQ GUARANTEED MINIMUM AND MAXIMUM QUANTITY OF WORK

- (a) The guaranteed minimum contract value of work that will be ordered under this contract, and which will be initiated through the issuance of cost-reimbursable task orders shall be \$150,000. The maximum value that can be ordered under the IDIQ provisions of this contract is \$105,000,000.

- (b) If the Government orders supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable adjustment to estimated cost or fee.

(End of Clause)

B.4 ESTIMATED COST AND AWARD FEE (NFS 1852.216-85)(SEP 1993)

The estimated cost, no fee for phase-in activities is \$ 0

The estimated cost of IDIQ/CPAF services is \$ **77,596,976.44**. The maximum available award fee, excluding base fee if any, is \$ **3,882,698.21**. The base fee is \$0. Total estimated cost, base fee, and maximum award fee are \$ **81,479,674.65**.

(End of Clause)

B.5 CONTRACT FUNDING (NFS 1852.232-81)(JUN 1990)

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$56,416,406.53. This allotment covers the following estimated period of performance: July 1, 2004 – December 31, 2006.
- (b) An additional amount of \$2,956,062.49 is obligated under this contract for payment of fee.

(End of Clause)

B.6 IDIQ TASK ORDER ESTIMATING

These pre-established rates shall be used in establishment of the estimated cost of individual task orders as follows. These rates are fully burdened, but without fee.

The parties agree that the fully burdened labor rates established below shall not be subject to any equitable adjustment (upwards or downwards), regardless of actual rates incurred during contract performance.

A. Fully Burdened Labor Rates

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Deleted: 2,822,423.57

B. Travel

All travel shall be as approved by the Government prior to travel and will be allocated to the contract based on actual airfare and per diem rates per the most current official CONUS Per Diem Rates, located at www.dtic.mil/perdiem/pdrform.html. All requests for travel shall include the purpose and the rationale for the travel, such as why the purpose cannot be accomplished through a means other than travel (e.g., teleconferencing).

Costs relating to approved travel will be allocated directly to individual task orders under this contract. Vouchers may be submitted upon completion of individual trips and shall be prepared and submitted in accordance with Clause G.8 entitled "Submission of Vouchers for Payment."

The invoices shall include copies of receipts for airfare, lodging, car rental, and other expenses as required by the company policy. All costs for trips will be limited as follows:

1. Maximum allowable costs for lodging, meals and incidental expenses are limited to current Government-established per diem rates.
2. Maximum allowable cost for use of privately owned vehicles shall be restricted to the Federal Travel Regulations.
3. Allowable air travel expenses are limited to standard coach fare whenever it does not conflict with the ultimate purpose of the travel.
4. Allowable automobile rental cost is limited to compact cars.
5. Per diem paid on travel days are $\frac{3}{4}$ per diem. The time actually spent in travel is not considered.
6. No fee shall be applied to the costs of trips.

C. Materials, Equipment and Other Non-labor Costs

As applicable, include separate cost estimates for materials, equipment and other miscellaneous non-labor costs that are required for performance of the task order. All non-labor costs that are proposed must be allowable and allocable in accordance with the FAR, NASA FAR Supplement, and any other applicable NASA procurement policy documents. The contractor shall include back-up information with their estimate that provides rationale for their proposed cost estimates for materials and other non-labor costs.

No fee shall be applied to the cost of materials, equipment or other non-labor costs.

D. Award Fee

The maximum Award Fee for task orders issued under this contract shall not exceed 6 % (six) percent of the estimated cost of the task order, excluding travel, materials, equipment and other non-labor costs.

(End of Clause)

[End of Section]

Section C

Statement of Work

**Johnson Space Center (JSC) Information Management
and Media Services (JIMMS) Contract**

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1.0 GOALS AND OBJECTIVES

The primary goal of this contract is to provide JSC with the highest quality products and services in all areas of information management and media services. Another overarching goal of JIMMS is to substantially improve both the quality of and customer satisfaction in the products and services delivered. The objectives related to meeting these goals are to:

- A. Improve sharing, teaming, and use of common processes
- B. Create a shared pool of resources and expertise
- C. Enhance commonality in approaches to product and service delivery including standards, tool sets, guidelines, training, and consultation
- D. Leverage efficiencies in service delivery and contract management identifying and prioritizing areas for improvement
- E. Provide greater accountability and consistent support for end-to-end product and service delivery
- F. Partner with our customer community through a well-structured customer service approach

1.1 Products and Services

The Work Breakdown Structure (WBS) and the associated reference numbers outlined below describe at a high level the products and services required on this contract. These WBS numbers will be used in Contractor Task Orders or Work Authorizations, as shown in Section J, as well as in contract planning, cost reporting, scheduling of activities, and status reporting.

- 4.0 General Customer Support
- 5.0 Applications Services
- 6.0 Information Management
- 7.0 Writing, Editing and Graphics
 - 7.1 Writing and Editing
 - 7.2 Graphics
- 8.0 Multimedia Engineering, Installation, Maintenance, Operations and Services
 - 8.1 Multimedia Engineering and Installation
 - 8.2 Multimedia Maintenance
 - 8.3 Multimedia Operations and Services
 - 8.3.1 Imagery Acquisition

- 8.3.2 Human Space Flight Imagery Operations
- 8.3.3 General Photographic Operations and Services
- 8.3.4 General Video Operations and Services
- 9.0 Public Affairs Multimedia Services
- 10.0 External Relations, Information and Communications
 - 10.1 Exhibits
 - 10.2 Outreach Programs
 - 10.3 Communications
 - 10.4 Education

2.0 BACKGROUND

The emphasis of JIMMS and the work consolidated herein is on the ability to leverage IT evolution and focus on an overall improved and highly disciplined approach to the delivery of information resources and media products and services without the requirement to operate and support the IT infrastructure.

3.0 MANAGEMENT AND ADMINISTRATION

The Contractor shall provide the management and administrative functions required to satisfy the requirements of this contract. The Contractor shall comply where applicable with the documents referenced in Attachment J-6. For all documents referenced in the JIMMS contract, the Contractor shall adhere to the current version, unless otherwise specified.

Management responsibilities shall be defined in the Contractor's approved Management Plan (Data Requirements Description (DRD)-01) prepared by the Contractor and submitted to the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) for review and approval. The CO can, at his or her discretion, delegate approval authority to the COTR within the limits of their delegation. The Management Plan shall, at a minimum, address the functions specified in the subsections below.

Security clearances shall be required for some work on this contract (see Attachment J-15, Security Classification Requirements).

The Government will provide special training for Contractor personnel required to work in confined spaces on site, in the JSC tunnel system, and in asbestos environments, when necessary.

Unless specifically identified in writing in this contract as a responsibility of the Government, the Contractor shall

provide all resources, including materials, equipment, or labor, required to perform this contract.

The Contractor shall deliver to the Government upon CO request the data requested in Re-Procurement Data Package, DRD-18; Wage/Salary and Fringe Benefit Data, DRD-21; and Reports, On-site Contractor (Headcount), DRD-22.

3.1 Safety and Health

The Contractor will ensure the protection of personnel, property, equipment, and the environment related to institutional and space flight program objectives. The Contractor shall provide safety and protective equipment (e.g. asbestos protection gear and laboratory safety attire) when required. To ensure compliance with pertinent NASA policies and requirements and federal, state, and local regulations for safety, health, environmental protection, and fire protection, the Contractor shall develop and implement a safety and health program in accordance with a NASA-approved safety and health plan (DRD-09, Safety and Health Plan). The Contractor will also provide an annual safety and health program self-evaluation per DRD-26 (Safety and Health Program Self Evaluation), a monthly safety and health metrics report per DRD-24 (Monthly Safety and Health Metrics), and lessons learned per DRD-23 (S&MA Lessons Learned). The Contractor will implement system safety engineering tasks for flight and institutional program activities and products in accordance with the schedule and applicable flight and institutional requirements as documented in the Contractor's system safety program plans (SSPP's) which have been approved by NASA. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards identified through analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The following manuals: NASA Safety Manual (NPG 8715.3), Space Shuttle In-Flight Health Care and Reporting Policy (JMI 8610.3), JSC Safety and Health Handbook (JPG 1700.1), provide detailed requirements and instructions regarding safety and health procedures and policies at JSC and are incorporated by reference into all JSC contracts when performance is on-site at JSC facilities. JPG 1700.1 is available at <http://jsc-web-pub.jsc.nasa.gov/bd01/safety/index.html>

3.1.1 Facility Management

The Contractor shall provide an alternate facility manager for buildings in which JIMMS contract personnel reside, unless the Contracting Officer waives the requirement. The Contractor provided alternate facility manager shall perform and coordinate activities necessary to maintain a functional, safe, and orderly work environment. This responsibility extends to the entire facility. The

Contractor shall report on installation and removal activity in the Contractor Status Report (DRD-13), MOA46, and JMI 1620.1.

3.1.2 Environmental Compliance

All activities, products, and services shall be developed and performed in a manner consistent with, and inclusive of, the Center's environmental management system elements (DRD-09, Safety and Health Plan). To accomplish this, the Contractor shall establish and maintain a comprehensive program that ensures all necessary environmental, safety, and regulatory specifications and criteria are met. The Contractor shall implement this program in a way that protects human life, the environment, and property. The proper handling of chemical waste produced in the photographic laboratory is a principal concern on this contract. As a result, the Contractor shall be required to report any waste (Safety and Health Plan (DRD-9), JPG 5322.1) generated by the photographic chemical processing system (JPG 8621.1) and other environmentally sensitive materials.

3.2 Resources Management

The Contractor shall create, modify, maintain, and report resources information in accordance with the Resource Management Plan (DRD-05), NASA Contractor Financial Management Reporting (NPG 9501.2D) and the Supplemental Report (DRD-06).

The Contractor shall conduct an annual internal contract-wide requirements and resource review. The Contractor shall present the results of this review to the Government and shall include recommendations for current and subsequent fiscal year (FY) contract resource requirements (DRD-05, Resource Management Plan). This internal review shall be completed in time to provide input to the annual JSC Capital Planning and Investment Control Process and the IRD Internal Task Agreement (i.e. organizational service level agreements) process.

As a result of the nature of the work at JSC, the Contractor shall accommodate nonstandard working shifts as defined by the Systems Table (see Attachment J-10, JIMMS System Tables: Instructions). This activity requires services occasionally be provided outside normal business hours (e.g., night shifts, weekends, and holidays).

3.2.1 Operations, Project, and Function Management

The Contractor shall manage designated production systems (Attachment J-10), ongoing and new projects, and functions and activities required to provide products and services to the JSC customer community. The Contractor shall provide operations management for designated facilities. The Contractor shall adhere to Government policies, procedures

and standards, and attend decision-making forums. To effectively manage the work, the Contractor shall perform the following activities:

- A. Reviewing Government-provided policies, architectures, standards, and procedures affecting this contract and recommending appropriate modifications.
- B. Attending key recurring Government-sponsored meetings, such as the IRD Configuration Control Board, and the Contractor's Safety Forum.
- C. Creating and maintaining project plans (DRD-02).
- D. Creating and maintaining a Capital Investment Plan (DRD-03).
- E. Reporting metric performance, including customer satisfaction per the Metrics Performance Plan (DRD-04).
- F. Documenting Standard Operating Procedures (DRD-10).
- G. Creating and maintaining required IT Security Plans and Reports (DRD-16).
- H. Reviewing Government-provided policies (e.g., National Aeronautics and Space Administration (NASA)), section 508 Accessibility Policy; (JPG 2810.1), JSC IT Security Handbook, architectures (e.g., Microsoft Windows 2000/Active Directory), standards (e.g., NASA-STD-2818, Digital Television Standards for NASA), and procedures affecting this contract and recommend appropriate modifications and implementation strategies.

3.2.2 Risk Management

The Contractor shall assess, evaluate, document, and manage risks associated with the performance of this contract. The Contractor shall create, modify, maintain, and implement a contract-wide Risk Management Plan (DRD-08).

3.2.3 Property Management

The Contractor shall comply with Government-specified requirements for property management (DRD-25, Quarterly 1018 Reporting) and serve as the property custodian for the

Government property assigned to this contract and identified in Attachments J-5, J-13, and J-14.

3.2.4 Records Management

NASA-owned, Contractor-held records, regardless of physical format and as identified in task orders, shall be managed by the Contractor in accordance with Title 36 of the Code of Federal Regulations, Chapter XIIB, Records Management and NASA Policy Directive (NPD) 1440.6, NASA Records Management Program. The Contractor shall maintain records appropriately and administer the disposition of records and non-records in accordance with NPG 1441.1, NASA Records Retention Schedules, which has been approved by NASA and the National Archives and Records Administration.

3.2.5 Procurement

The Contractor shall procure and deliver equipment, software or hardware in support of this contract as approved by the Government.

3.2.5.1 Maintenance Agreements and License Renewal

The Contractor shall create, modify, maintain, and implement plans and schedules for maintenance agreement and license management. For Government-funded renewals, the Contractor shall inform the CO a minimum of 90 days prior to expiration of agreements per the Contractor Status Report (DRD-13, Attachment J-11).

3.2.5.2 Software Patches and Updates

The Contractor shall coordinate with the Government and application vendors to ensure defects in Commercial Off-the-Shelf (COTS) products are fixed, and version upgrades to COTS software are obtained. The Contractor shall ensure hardware and software licenses are provided and maintained. The Contractor shall deliver to the CO an assessment and recommendation for each new patch or update to be applied for all JIMMS supported platforms within 30 days of vendor release of the updates or patches. The Contractor shall request a waiver if they find that a release or patch is incompatible with the current institutional environment, would impact data integrity or system stability, or would otherwise cause undue disruption to the user community. The Contractor shall provide system deliverables per the Project Plans (DRD-02) for CO approval prior to implementation of any software release. Systems maintenance shall conform to IRD or customer configuration management processes, (Attachment J-11).

3.3 Configuration Management

The Contractor shall establish, implement, and comply with a stringent process of configuration management for all systems defined under this contract. The Contractor shall not change, modify, or relocate Government equipment or systems without prior approval from the CO unless otherwise stated in the CO approved Management Plan (DRD-01). For the purpose of configuration management, the Contractor shall provide, revise, and maintain a complete set of engineering and exhibit drawings, hardware and software configurations, specifications, and associated change documentation for all systems defined in this contract. The Contractor shall provide maintenance and configuration control for the tables identified in Attachments J-10 and J-11. Where baseline configuration information does not exist, the Contractor shall define the baseline and obtain approval from the CO. The Contractor shall provide current configuration documentation for all systems under this contract as specified in DRD-10, Standard Operating Procedures. This documentation shall reside in Government-provided electronic repositories. The Contractor shall adhere to JSC IT Security Handbook (JPG 2810.1) and Mission Support Plan (JSC 27877).

3.4 Work Authorization

The CO authorizes work via a Task Order. The Task Order will specify requirements, indicate schedules, and identify required quality level. The Contractor shall be held to the performance metrics in Attachment J-9, Performance Standards. In addition to Task Orders, for the products and services that fall under the purview of the Information Resources Directorate, the Contractor shall also receive work requests via the Peregrine Customer Service System (CSS) (Government-provided software) and through other form-based work requests that have yet to be incorporated into CSS. The Contractor shall ensure that its internal work management and tracking systems interface seamlessly with CSS for the purpose of receiving work requests and providing order status and tracking information to the Government.

3.5 Quality Management and Control

The Contractor shall establish and maintain a Quality Management System (QMS) that complies with American National Standards Institute (ANSI)/International Standards Organization (ISO)/American Society for Quality Control (ASQC) Q9001-2000. The Contractor's QMS need not be certified if the Contractor follows the JSC quality system in its entirety. Otherwise, the QMS shall be registered by ANSI or equivalent accredited third party within one year of contract date. The Contractor shall prepare a Quality Plan (DRD-07). The Contractor shall document key processes and procedures using JSC-approved International Standards Organization (ISO) formats where required.

3.5.1 Metrics

The Contractor shall provide activity metrics online per the Metrics Performance Plan (DRD-04). Prior to the beginning of each contract year, the Contractor shall recommend for CO approval any changes to specific metrics to be tracked and reported during the upcoming contract year.

3.5.2 Systems Training

The Contractor shall provide training on systems capabilities, operations, and architectures, as required, and training materials shall be provided per Project Plans (DRD-02).

4.0 GENERAL CUSTOMER SUPPORT

The Information Resources Directorate provides a broad range of products and services to the JSC community and requires customer-focused service delivery.

4.1 Customer Support Center

The Contractor shall operate a Customer Support Center based on industry best practices (e.g., those established by the Service and Support Professional Association) that provides users access to information about, assistance with, or distribution of IRD products and services. Support Center operations are intended to cover all aspects of IRD products and services. In some instances, other contracts may include a centralized help desk function directly related to their specific contract deliverables. The Contractor shall ensure as part of Support Center operations that procedures and practices are in place to coordinate efforts with other service providers to ensure as seamless an approach as possible to providing an accurate, timely, and professional response to a customer's request. The Support Center provides accurate tracking, routing and reporting of the customer's requirements to ensure a timely response and to determine the most effective mechanism for future responses to similar requests.

As such, the Contractor shall be responsible for the following:

- A. Answer all calls into the IRD Customer Support Line, during the hours specified by the CO, ensuring where possible that the caller does not have to leave a message. If voicemail messages are received, the Contractor shall ensure that the caller receives a response in as timely a manner as possible. Calls received after these hours shall be returned within 2 hours of the beginning of the next business day. Voicemail from customers received during the business day shall be returned within 2 business hours of the original call.

B. Sort, log, or respond to email received in the Customer Support mailbox. Email messages requiring a response shall be answered within 1 business day of receipt of the email. The Contractor shall ensure daily disposition of items received.

C. Ensure that all customer requests, where appropriate, are routed to the appropriate solution provider, logged, tracked and completed in the Help Desk tool (currently using Remedy Help Desk). This includes logging of requests and a focus on ensuring that solutions are recorded as part of the closure process of open items. The Contractor shall ensure that system data facilitates easy analysis of the current workload (frequency and type of service) (Problem Reporting/Resolution, DRD-12). The Contractor shall ensure that system data can be used as the core of a knowledge base designed to capture workload metrics as well as information that are useful to Customer Support Office personnel, management, and the JSC community at large.

D. Support product testing and user education on new products and services. As part of assuming responsibility for informing customers of new or changing aspects of the services provided by the IRD, the Contractor shall participate in various testing scenarios or in special teams assessing the capability or impacts of new or changing products and services.

E. Curate the IRD Website. The Contractor shall ensure the timeliness of information included in the IRD Website both for internal and external use. The priority focus will be on ensuring the JSC community is informed in a timely and accurate manner of any information related to the IRD products and services. The Contractor shall ensure the quality of the information posted on the IRD Website. Where possible, the focus shall increase the community reliance on the Website as the primary source for their information. As such the Contractor shall keep and record Web statistics that provide an analysis of how the IRD Website is being used.

F. Provide other customer communications. The Contractor shall facilitate the dissemination of IRD information related to new products and services through other communication strategies that include writing JSC Today articles; preparing presentations for the Customer Forums; managing the Customer Forum section of the IRD Website. The effort also includes coordinating efforts to publish the IRD Communicator, a monthly electronic newsletter.

4.2 Specialized Support Services

As part of the Customer Support Center, the Contractor shall be responsible for several distinct operational activities. As part of the continuing evolution of the products and services delivered by the IRD, the list below is inclusive of the specialized functions provided by the Customer Support Center. The Contractor shall be required to ensure that all support center personnel have knowledge available to them to ensure they are capable of helping customers in every area highlighted below.

A. **Public Key Infrastructure:** The Contractor shall provide services and expertise on existing and emerging technologies as they relate to NASA's Public Key Infrastructure (PKI). The Contractor shall be familiar with, and pass a certification test on, Entrust Authority™ Administrator Training, the NASA

Registration Authority (RA) Operations Manual (RAOps6v(2.3)), X.509 Certificate Policy for NASA PKI, NASA Certification Authority Certification Practice Statement, NASA computer security policies, NASA PKI Practices Document, and JSC RA Procedures (JSC29829). The Contractor shall provide identity checks of PKI recipients; maintain a knowledge base database for PKI digital certificates in accordance with JSC and NASA PKI practices and policies; and provide technical information to customers who have questions or problems with the PKI software suite. When required, the Contractor shall test PKI software installation packages for the supported PKI client software. The Contractor shall also, when required, analyze and diagnose problems affecting customers as well as develop, enhance, and maintain PKI at JSC.

B. Center Cell Phone, Pager, and Handheld Device Distribution and Support:

The Contractor shall provide distribution and customer service for the Center cell phones, pagers, and handheld devices (e.g., Blackberry wireless devices) distributed to JSC Employees by IRD. The Contractor shall have expert knowledge of the services available from the vendors supplying these products to the Center and be able to answer technical questions about the devices themselves. One-on-one customer service is generally required for Center Very Important Persons (VIPs). The Contractor shall provide training to organizational leads. The Contractor shall provide expertise over the Customer Support help line as well as through detailed information provided on the IRD Website. The effort requires close coordination with the COTR for the supplier contracts. The Contractor shall be responsible for detailed inventory data associated with user information and ensuring that customers are informed of policies for the use of these devices.

C. Customer Service System Operations: The Contractor shall provide technical assistance for the Customer Service System (e.g., Remedy's Action Request System). The Contractor shall maintain expert knowledge and understanding of use of the Customer Service System including its related interfaces to other Contractor and IRD databases. The Contractor shall provide where required user training, and shall be responsible for logging and keeping track of all discrepancies and changes reported or requested to the system. Where required, the Contractor shall assume responsibility for leading efforts to improve and enhance the system based on information gathered from help line calls.

D. Data Management Support: The Contractor shall provide data analysis and development where required, but primarily focused on the data that resides within the Customer Service System. The Contractor shall maintain a comprehensive understanding of the database operations of the Customer Service System as well as the Help Desk tool and enter and retrieve data as required. The Contractor shall perform data gathering, entry, and analysis tasks to ensure that a customer's entitlement to IRD products and services is documented. The Contractor shall be responsible for ensuring the effectiveness of the various reporting aspects available from the Customer Service System and shall define and retrieve data

from the Help Desk tool. Additionally, the Contractor shall collect, create, analyze, and report information necessary to produce Fiscal Year Internal Task Agreements (ITA) for organizations outside of IRD. Some of this data may be developed from other sources than the Customer Service System. The Contractor shall also develop and collect data associated with the IRD Customer Service Annual Survey.

- E. Software Distribution, Remote Network Access Instruction, and VIP Assistance and Support:** The Contractor shall provide a software distribution capability for specific software products available to Center employees for take-home use (e.g., Norton Antivirus software). The Contractor shall be knowledgeable and provide instruction to users about all aspects of using the various remote access technologies used at the Center. The Contractor shall provide services for specified VIP personnel and their staff that fall outside the responsibility of the standard service provider.
- F. Electronic Information Management Systems:** The Contractor shall provide specialized customer service specific to the Electronic Document Management System (EDMS) and the Design and Data Management System (DDMS). These systems are described under Information Management, Sections 6.1.1 and 6.1.2.
- G. Satellite Customer Service Area:** The Contractor shall provide support in locations, where required, outside the customer support center. The focus in these areas is more directly related to work order receipt and tracking and specific product distribution than it is support for center operations. Examples include the photo and video customer support areas in Building 8 and the graphics customer support area in Building 227. The Contractor shall ensure in these areas that practices and procedures are consistent with overall support center practices (e.g., those established by the Service and Support Professional Association).

5.0 APPLICATIONS SERVICES

Applications Services provided to the JSC customer community include full system life cycle support for new and existing application capabilities as well as database and database product administration. The development life cycle includes requirements definition, design, programming, prototyping, testing, documentation, customer acceptance, deployment, training, and sustaining engineering. As such, the Contractor shall provide life cycle support consistent with the Software Engineering Institute (SEI) Level 3 Capability Maturity Model (CMM) (<http://www.sei.cmu.edu/cmm/>). The Contractor shall use a streamlined development methodology to accommodate rapid updates to supported systems. IT security issues shall be addressed in each phase of the life cycle. As stated in the Management Section, system hardware shall normally consist of Government- or other Contractor-

furnished COTS products that meet Government- or JIMMS-specified requirements.

5.1 Systems Engineering

The Contractor shall conduct planning for the development and implementation of new applications capabilities; perform studies, market surveys, and benchmarking as directed; make recommendations for new and improved capabilities; and monitor application performance and capacity utilization to identify potential problems and recommend systems enhancements (DRD-17, Performance Management and Capacity Planning).

5.2 Applications Development

The JSC application environment consists of a variety of COTS and internally built applications as well as web-based applications and utilities. Software applications are predominantly web-based; with less frequent requests for new non-web (e.g., workstation, client/server, and mainframe) applications.

5.2.1 COTS Development

The Contractor shall provide product-level administration and technical support for various highly customized COTS applications (e.g., Windchill, Remedy, Inquisite). A matrix is provided in Attachment J-11, which specifies the size and scope of the efforts required to operate and maintain these software products. The Contractor shall train system users, define and clarify customer requirements, interface with customer technical personnel, and trouble shoot database-related issues. Where applicable, this work shall be conducted in concert with the Customer Support Center. The Contractor shall provide application and process-level development, including but not limited to, Java- or Oracle-based development, XML technology integration, content and data management, and other related application services. The Contractor shall maintain an in-depth understanding of engineering lifecycle processes and current Rational Rose methodology with an emphasis on reusability of existing system modules where appropriate.

5.2.2 Web Development

The Contractor shall develop and maintain web pages, applications, and other software products hosted on Unix and Windows systems. The Contractor shall develop and maintain scripting and applications that include, but are not limited to extensible mark-up language (XML), hypertext mark-up language (HTML), transition of HTML to XML (XHTML), Cold Fusion, Perl, C++, PHP, active server pages (ASP), VBScript, Javascript, Flash, Java, and wireless mark-up

language (WML). The Contractor shall also, where required, maintain applications utilizing multiple versions of the various scripting languages running on multiple operating systems. When developing websites, the Contractor shall, where required, facilitate interactions with other COTS hardware and software, peripheral hardware, and web applications (e.g., printers, network multicast, wireless devices, etc.).

5.2.3 Forms Development

The Contractor shall operate and maintain the JSC Electronic Forms Program. The Contractor shall provide electronic forms development and maintenance utilizing the Agency and JSC standard forms products (e.g., Shana Informed and Microsoft Word.) The Contractor shall also provide for the development of electronic forms-based workflow systems. These typically involve a back-end database for the storage of information entered through the electronic form, with a website for tracking signature and location status.

5.3 Database Administration

The Contractor shall provide Database Administration (DBA) for supported applications and database environments. This generally includes product level (not server hardware or operating system) software installation and configuration, user identification (ID) management, release testing and verification, problem resolution, performance monitoring, tuning and capacity planning, monitoring of database environments to ensure availability, and startup and shutdown of the databases and backups. Support for internal management, planning and integration of Contractor activities is required. Databases to be managed include, but are not limited to Oracle, Microsoft SQL Server, Microsoft Access, ADABAS/Natural, Nomad, and MySQL.

5.4 Sustaining Engineering

Sustaining engineering shall include implementing limited new capabilities, bug fixes, and coordination of testing in response to new hardware, operating system, and COTS releases. The Contractor shall ensure that modified systems are performing in accordance with NASA requirements, industry best practices, and applicable standards and policies.

When performing sustaining engineering the Contractor shall make every effort to avoid disruption of system availability during normal working hours. Changes that require production outages shall be scheduled with the customer at least one week in advance of the outage. In the event the outage is an emergency, the CO shall be notified immediately and be kept informed of the progress and expected time of availability. The Contractor shall coordinate with other relevant entities, such as the application hosting Contractor, the Customer Support

Center, or the customer directly, as required. Unless requested, supported applications require no contingency staffing or procedures for outages during nonworking hours. Support outside normal working hours shall be pre-approved by the CO.

5.5 System Implementation

The Contractor shall test and verify proper integration between new or modified system components (e.g., software or hardware and existing system components) in accordance with a system release plan approved by the CO and defined in Project Plans (DRD-02). Upon successful completion of the testing and integration, and following the Operational Readiness Review, the Contractor shall implement the new or modified system per the Project Plan and generate the JIMMS Lessons Learned Documentation (DRD-19).

6.0 INFORMATION MANAGEMENT

6.1 Document and Data Management

The Contractor shall manage legacy documents and engineering data. The Contractor shall provide effective service in these areas while ensuring the best approach to migrating legacy documents and data into the Electronic Information System (EIS) or its subsystem components.

6.1.1 Electronic Document Management System (EDMS)

The Contractor shall be responsible for product and process-level operations for EDMS and shall facilitate the evolution of the EDMS and its relationship to the overall Electronic Information System. New JSC documents are being created and maintained in EDMS and legacy document collections are being identified to migrate into the new system. Currently, a collection of over 100,000 documents resides in a vault in Building 45.

As part of the EDMS effort, the Contractor shall implement a "scan-on-demand" capability whereby these hardcopy documents are digitized upon request and made available via EDMS. The Contractor shall develop and maintain process documentation and shall plan and conduct user training as necessary.

The Contractor shall provide access to and maintain legacy electronic and hardcopy document collections as required. The Contractor shall ensure the accuracy, currency, and comprehensiveness of JSC holdings at all times. Where possible, the Contractor shall focus on processes that can be transitioned to EDMS. Materials shall be clearly identified as property of the Government. The Contractor shall maintain statistics on the use of supported collections and facilities, and shall provide this information per DRD-17 (Performance Management and Capacity Planning). The Contractor shall be responsible for maintaining and processing new materials where still required and for preserving identified physical collections. Preservation activities vary dependent upon the format and use of the materials. The Contractor shall ensure that information is stored under appropriate conditions based on the information format and according to NASA policies (e.g., NPD 2810.1).

6.1.2 Design and Data Management System (DDMS)

DDMS is the system at the core of IRD's growing focus on providing Electronic Information System (EIS) solutions. DDMS is unique in that management, development, and operations are conducted in partnership with the Center's Engineering Directorate. The system itself is best described at a high level as an electronic collaborative engineering design system that brings together all components of the design life cycle, from initial concept

through manufacturing, product use and ultimately to retirement of engineered items and any associated data. It is important to highlight the fact that the EDMS and DDMS systems are highly interrelated efforts with the emphasis on parts management fundamental to DDMS. The Contractor shall define requirements, architect solutions, develop customizations, and implement, integrate, and deploy system capabilities including DDMS user training. As required the Contractor shall provide project management, including resource and project scheduling.

6.1.3 Engineering Drawing Control Center (EDCC)

The EDCC is an on-site repository for hardcopy, microform, and electronic drawings. Microform materials are no longer produced, although a large quantity of microform materials is housed within the EDCC. Supported collections include: released JSC Engineering hardware drawings and computer-aided drafting (CAD) files; hardcopy and digitized JSC Facility drawings; the collection of Facility Maintenance and Operations (M&O) equipment data and specifications; and the collection of Facility Housing Plans and Center Telephone System engineering drawings. The EDCC supports and uses several electronic systems, including the Electronic Drawing Review System (EDRS) and DDMS. The Contractor shall assign drawing numbers to authorized requesters and performing drawing release processes as outlined in the JSC Engineering Drawing System Manual, (JPG 8500.4).

The Contractor shall provide research and reproduction services for EDCC collections. The Contractor shall keep records of drawing numbers assigned, data released, and data received. The Contractor shall validate documentation and maintain master reproducible drawings and aperture cards if required. Duplicate and backup copies of materials are to be maintained and stored at multiple locations to recover and rebuild the Center's facilities in the event of damage by weather or man-made threat (DRD-20, Hurricane/Severe Weather Plan). The Contractor shall transition paper and microform-based technical data repositories to the DDMS as directed by the CO.

6.1.4 JSC Quality Documentation

The Contractor shall issue, revise, review, and verify authorization of changes to JSC Quality Documentation and transition the documents into EDMS. The Contractor shall author and review ISO documents as directed by the Government. The Contractor shall coordinate periodic document reviews; review, evaluate, and recommend the disposition of change requests; summarize change requests for management review; and finalize change requests based

upon official disposition. The Contractor shall develop user aids; provide technical assistance for the development of official documentation, serve as primary point of contact for quality systems master list matters, and conduct training classes for ISO master list custodians. The Contractor shall ensure that requested information is provided within schedule guidelines and establish, document, and maintain a process to control all ISO System Level Procedures.

6.1.5 Forms

The Contractor shall maintain a JSC website, a forms repository and a forms database which provide user access to all electronic forms, information on forms available in hard copy format only, and forms change-history information for management purposes. User training and assistance shall be performed during normal working hours. The Contractor shall distribute hard copy forms and execute all necessary reordering and restocking, NASA Procedural Guidance for Printing, Duplicating, and Copying Management w/Change #1 7/8/03 (NPG 1490.5).

6.1.6 Document and Data Scanning

The Contractor shall provide a service to JSC customers for the conversion of hard copy documents and data into electronic formats. As such, the Contractor shall perform routine, straight image file conversion or scanning of original documentation and imagery to electronic file formats for storage and distribution on such media as computer networks, microfilm and fiche, tape, and compact disc. Originals for conversion shall include paper, engineering drawings, photographic and other film or printed images, and electronic originals that may require conversion from one file type to another. File types include tagged information file format (TIFF), portable document format (PDF) and joint photographic engineering group (JPEG).

6.2 Library and Multimedia Repository Management

The Contractor shall, where applicable, ensure that management and operations of the main library, remote libraries and multimedia repositories are consistent with standard library practices and procedures. These standard practices shall be used when applicable and shall include but are not limited to:

- A. Circulation and Support:** The Contractor shall provide check out services for customers' requests for library materials (including digital files), and process returned materials, renewals and holds. The Contractor shall maintain a circulation database,

where required, for all holdings, including customer, request, response, and usage data. As required, the Contractor shall monitor the database of materials on loan and prepare and issue overdue notices as necessary.

B. Cataloging and Processing: The Contractor shall provide cataloging and processing services where required. The Contractor shall catalog imagery by providing unique ID numbers and sufficient descriptive textual data for retrieval. Specific cataloging activities include scene listing and indexing. All multimedia collections shall use metadata tags and structures sufficient to permit access and control that conform to appropriate standards and the NASA Thesaurus (SP-1998-7501). The Contractor shall produce and maintain descriptions of all significant scenes contained in mission video downlink and on-board video recordings in the Video Asset Management System (VAMS). Scenes shall be identified, categorized, characterized, and given a brief activity and technical description. The scene lists shall be maintained in a database for video editing and research requirements.

C. Reference and Research: The Contractor shall provide reference and research as required. Requests for reference and research for multimedia resources may include JSC organizations, news media, educational organizations, media production companies, and other specialized organizations. When appropriate, the Contractor shall facilitate access to collections and materials for customers to conduct research. Materials shall be provided on loan or permanent retention as required.

Whenever practical, electronic systems shall be used as a primary method of providing information acquisition, management, and delivery services to customer desktops. The Contractor shall install, configure, facilitate access to, maintain, and enhance a full range of electronic services direct to customers, including Compact Disk (CD)-Read Only Memory (ROM) databases, online services, Internet and Intranet database access, end-user document delivery, and other appropriate electronic resources. Collections shall be organized and accessible through an integrated searchable web-based interface. The Contractor shall provide end-user instruction for library and multimedia repository services as required.

One-on-one instruction shall be provided as necessary, including orientation classes and group instruction. The Contractor shall develop outreach and instructional materials and guides for meeting the needs of customers working in concert with the Customer Support Center where appropriate.

The Contractor shall provide information in a consistent manner with applicable statutes (e.g., 18 United States Code (USC) 1905; the Freedom of Information Act (JPD 1382.4); the Privacy Act). Although the Contractor is not responsible for responding to Freedom of Information requests directly, the Contractor may be required to provide documents to a cognizant JSC PAO official. If the Contractor is required to provide information (other than to PAO) that may be subject to withholding under one of the exceptions of the Freedom of Information Act (5 USC 552(b)), the Contractor shall refer the matter to the FOIA Officer for resolution prior to providing the requested information. The Contractor shall follow the applicable procedures in the appropriate IT security plan regarding release of sensitive information.

6.2.1 JSC Library Operations

The Contractor shall perform the following Building 45 library functions:

- A. Provide customers with services offered from the Building 45 library.
- B. Provide instruction for and assistance with electronic resources as well as managing any remaining hard copy collections.
- C. Support, where required, inclusion of electronic documents into the Electronic Document Management System, identifying hard copy candidates for scan-on-demand inclusion in the document management system.
- D. Curate the library website, keeping current any library transition news or specific information related to available services.
- E. Provide information to the Human Resources Office for employee termination clearances.
- F. Provide courier services for JSC receipt and return of hard copy University of Houston, Clear Lake (UHCL) library items.

6.2.2 Satellite Library Operations

The Contractor shall provide complete library services in satellite locations as required by the requesting organization.

6.2.3 Multimedia Repository Management

The Multimedia Repositories, used by internal and external JSC customers, comprise several different media collections that include significant JSC audio, motion, and still imagery acquired and produced at JSC. All audio and imagery meeting the criteria for permanent or temporary retention, recorded, created, or acquired at JSC, shall be maintained. Media acquired from other NASA Centers or other NASA-sponsored projects shall be included in the collection when appropriate. The Contractor shall ensure that imagery products are maintained in the formats and quantities necessary to fulfill requests from JSC and NASA projects, programs, and internal and external customers.

6.2.4 History Support

The Contractor shall operate and manage the JSC History program, including serving as the JSC Historian. As JSC Historian, the Contractor shall:

- A. Serve as primary point of contact and coordinate history-related matters
- B. Coordinate and oversee the Oral History Project, including reviewing and recommending interview candidates and integrating the activities of researchers (primarily interns) with Oral History production activities
- C. Coordinate and facilitate the JSC/UHCL History Archive partnership
- D. Provide community outreach services for the JSC History Program
- E. Identify and develop new historical materials
- F. Provide inputs to planning and budgeting activities

The Contractor shall administer the JSC History database. The Contractor shall plan, organize, and transcribe interviews with individuals identified by the CO for the JSC Oral History Project. The Contractor shall compile adequate and appropriate research, known as "Data Books." The Contractor shall deliver to the designated JSC contact

audio recordings of interviews on both digital tape and CD and transcripts in both hardcopy and electronic format. After JSC verification, the recordings and transcripts shall be provided to the History Archive at the UHCL Alfred R. Neumann Library. Those Oral History interview requirements originating with the NASA HQ History Office require similar preparations and deliverables to be forwarded to that office. A hardcopy transcript and CD will come to JSC to be placed in the History Archive.

6.3 Records Management

The IRD is responsible for providing leadership and policy development for Records Management at the Center. In addition, the IRD is responsible for helping JSC customers with the organization and disposition of record materials including conducting records appraisals and submitting and retrieving record materials to and from the Federal Records Center (FRC), (36 CFR, XII, Subchapter B). The Contractor shall provide records management briefings as required to JSC or Contractor employees for educational purposes (NPD 1446). The Contractor shall also respond to routine employee requests for records management guidance on any aspect of records management, deferring non-routine queries to the JSC Records Manager (JPG 1440.3, NPG 1441.1). The Contractor shall log and status customer service requests for workload tracking purposes. As part of conducting record appraisals, the Contractor shall make site visits to civil servant or other Contractor work areas when possible to conduct records appraisals. The Contractor shall also assess records stored in the Onsite Storage Facility. The Contractor shall conduct the following activities:

- A. Identify, where possible, the origin and use of the material to determine if it is official record or non-record information. When it is determined to be record material, the Contractor shall consult the NASA Records Retention Schedules, identify and recommend the proper schedule and disposition instructions, advise the custodian of the disposition procedures, and inquire about other potential offices or functions that may have related records that need appraisal. If no schedule is found, the Contractor shall draft a new proposed schedule for submission to the JSC Records Manager.
- B. Advise when material appears to be of historical significance and relevant to the JSC History Office for considered inclusion in the history collection.
- C. Recommend disposal of non-record materials found to be of no historical significance.

As part of coordinating the movement of records shipments to and from the FRC and the JSC Onsite Storage Facility, the Contractor shall:

- A. Complete necessary shipping paperwork to obtain accession numbers; ship records to and from their destination; request retrievals; and notify custodians of accession numbers, record locations in the FRC, and arrival of retrieved records.
- B. Coordinate with JSC Shipping, the FRC, records custodians, and JSC records management staff to accomplish proper records traffic.
- C. Track records accessions, entering information at each stage of movement into the JSC records management database.
- D. Query the JSC records management database for unreturned retrievals JSC has made and issue calls to custodians for the records to be returned.

7.0 WRITING, EDITING, AND GRAPHICS

Publications created at JSC require a range of writing and editing styles, from technical to journalistic, as well as publication capabilities that range from hard copy to web-based releases.

7.1 Writing and Editing

The Contractor shall provide technical writing and editing services, required to produce scientific and technical reports, mission support documents, operational plans and procedures, systems briefs, speeches, newsletters, brochures, presentations, manuals, tape transcriptions, journal articles, and any other related documentation. The Contractor shall edit documents based on guidelines specified in The Gregg Reference Manual, published by Glencoe McGraw-Hill and in the version of the NASA Publications Guide for Authors (SP-1999-7602) developed specifically for editors and writers. Contract editors shall edit documents based on defined levels for language and format (specified in NASA SP-1999-7084, Grammar, Punctuation and Capitalization; A Handbook for Technical Writers and Editors, NPG 2200.2, Merriam Webster's Collegiate Dictionary, latest version, and in the United States Government Printing Office Style Manual, (International Standard Book Number (ISBN) 0-16-050082-6), determined by the COTR. The Contractor shall ensure retention of the author's original intent and meaning, using the author's original language where possible. The majority of writing and editing tasks require a high level

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of skill in manipulating and working with electronic formats.

7.2 Graphics

Graphics services rely on traditional techniques as well as electronic creation and manipulation of graphics to produce products that satisfy the requirements of the greater JSC user community. The majority of work in graphics requires specialized skills creating and manipulating electronic formats. The Contractor shall meet all Government and NASA regulations and policies in final products (e.g., NASA Insignia policy, Section 508 policy, NASA Graphics Standard, GPO3006-8-011, GPO 3006, GPO305.1, GPO305.3, International Color Consortium (ICC), (Information on Profiles, Color Management Workflow Analysis, Color Management - What's Needed for Printing and Publishing?, European Color Initiative (ECI) Guidelines, ICC Achievements and Challenges, ICC Overview.

7.2.1 Technical Illustration

The Contractor shall interpret, incorporate, and analyze customer requirements to produce engineering drawings, oversized artwork, facility drawings, software engineering releases and analyses, performance specifications, design review materials, precise dimensional layouts and figures, technical charts and graphs, maintenance and operations manuals, and technical illustrations and diagrams constructed to scale.

7.2.2 Visual Design and Production

The Contractor shall provide products and services that promote a broad awareness and understanding of the programs, missions, and activities of JSC and NASA. These products and services are distributed through numerous types of multimedia. Because of the visual, artistic nature of this work and its complexity, close coordination with the customer is required.

The Contractor shall provide complex visual designs and art products generally intended for orienting external audiences to NASA's programs and mission. These designs include conceptual designs, abstract renderings using mixed media, program logos and emblems, formal documents, brochures, educational packages, exhibit design and display boards.

The Contractor shall provide presentation and general artwork requiring conceptual design, composition and balance, color use, and space relationship. Products and services shall include simple to complex PowerPoint presentations, simple layouts, filling out templates with basic text for certificates and award presentation pieces, mounting, matting and framing of artwork, manual and electronic tracing, electronic scanning, placards and other miscellaneous display art.

The Contractor shall produce and update all graphics and information products using the appropriate media including the Web. The Contractor, as directed by the CO, shall develop new content and features utilizing current JSC themes, policies, messages, and IT security requirements and ensuring these are present and consistent in all products.

The Contractor shall participate in customer meetings and other activities as necessary to capture, consolidate, and document design concepts and requirements that may be generated by the customer orally, electronically, visually, or in writing. The Contractor shall maximize the use of customer-supplied material (e.g., video clips, graphics, photographs, fact sheet scripts, interviews, information summaries, documents/reports) in the design and production of their product.

The Contractor shall provide production artwork involving the manual and electronic integration of design elements (camera-ready art) for all types of reproduction such as photographic imaging, electronic publishing, offset printing, and silk-screen. Camera-ready art includes all reproduction elements necessary for the printer/publisher to thoroughly understand and execute the requirements. Reproduction elements refer to all the components, electronic or otherwise necessary to construct a printed or reproducible product. The Contractor shall also evaluate galley proofs and conduct other printing production reviews. Prior to publishing, the Contractor shall obtain approval from the COTR.

The Contractor shall be responsible for coordinating routine delivery of all products and information to the appropriate NASA customer. Additionally, the Contractor shall ensure the Center's graphics production systems are operating in accordance to NASA policies. The Contractor shall also be responsible for the filing, archiving, and data management of all products.

7.2.3 Desktop Publishing

The Contractor shall also maintain current desktop and web publishing capabilities, ensuring that JSC's publishing requirements are met with the most efficient and up-to-date publishing methods.

The Contractor shall perform desktop publishing, including inputting original information from hard copy, creating transcriptions from audio or video recordings for use as source material, applying format templates to previously created electronic documents, incorporating redlines from authors or editors, and integrating text and graphics to create print-ready or electronically "publishable" documents.

8.0 MULTIMEDIA ENGINEERING, INSTALLATION, MAINTENANCE, OPERATIONS AND SERVICES

The Contractor shall ensure that all work described in this section conforms to applicable industry (Society of Motion Picture and Television Engineers (SMPTE), Electronic Industries Association (EIA) and International Standards Organizations (ISO)) and Government standards, policies and

practices for performance, quality, workmanship and safety. The Contractor shall provide multimedia products and services for the programs, missions, and activities of JSC and NASA. Multimedia products and services are distributed through the JSC audio, video, and telecom networks; NASA Television; the JSC and NASA computer intranet; and the Internet. They are also distributed on media such as audio or videotapes, CDs, Digital Versatile Discs (DVDs), photographic prints/slides, and digital files. All multimedia engineering installations, maintenance and operations and service activities shall be conducted in accordance with the Contractor's approved Management Plan (DRD-01) and the Quality Plan (DRD-07). All activities shall be reported in Contractor Status Reports (DRD-13).

8.1 Multimedia Engineering and Installation

The Contractor shall perform minor and major multimedia engineering and installation projects and provide sustaining engineering services for multimedia systems as described in the following sections.

8.1.1 Minor Projects

The Contractor shall perform minor engineering and installation projects. Minor projects are smaller tasks that typically do not require significant planning, design or component fabrication effort. Typical minor projects include efforts to provide, assemble, install, and test certain small items of audio, video or still imaging equipment (e.g., receiver/monitors and player/recorders) in offices, conference rooms, lobbies and laboratories. Minor projects could involve the modification, relocation or removal of existing multimedia systems or equipment. Minor projects may also require connections or changes to JSC audio and video networks.

8.1.2 Major Projects

The Contractor shall perform major multimedia engineering and installation projects. Major projects are those tasks that require significant planning and effort to design, assemble, install and test multimedia systems. These systems may consist of many components including cameras, monitors, scanners, printers, player/recorders, imaging or signal processing systems, control systems, television production equipment and other electronic or mechanical parts. Projects may also include major changes or additions to audio and video networks or require integration with computer, network-based systems or applications. Most project components are commercially available, but some may have to be specially designed and constructed.

For all major projects the following elements are required:

- A. **Planning and Estimating:** The Contractor shall work with customers in the development and definition of project requirements in cooperation with the designated Government project lead. The Contractor shall provide either a brief, rough order of magnitude (ROM) estimate for the project or a complete Engineering Project Plan (EPP) (DRD-02, Project Plans).
- B. **Project Implementation:** The Contractor shall implement major projects as required in the approved EPP. Appropriate testing shall be performed as needed to confirm the proper operation of components and complete systems and that project operational requirements are satisfied. Clear and complete operating instructions shall be prepared and provided to the NASA customer. Major projects are considered complete upon COTR approval of the Engineering Project Final Report (DRD-02, Project Plans)

8.1.3 Sustaining Engineering

The Contractor shall provide sustaining engineering services for JSC multimedia systems. Sustaining engineering is required to ensure that systems continue to perform to meet existing, modified or proposed requirements when existing hardware or software becomes inadequate, obsolete or fails and a simple maintenance replacement is not available or possible. An analysis and review of existing systems, an evaluation of prospective new hardware or software, or the design, development and build up of a prototype solution is required. Sustaining engineering efforts shall be documented in Engineering Reports (DRD-02, Project Plans).

8.2 Multimedia Maintenance

The Contractor shall perform maintenance of JSC multimedia systems as described in the following sections.

8.2.1 Preventive Maintenance

The Contractor shall perform preventive maintenance (PM) of particular JSC multimedia equipment and systems (Attachment J-10). The Contractor shall provide analysis to NASA for identifying systems and equipment that require PM. The Contractor shall plan, establish, and conduct a PM program to ensure the reliable operation of all identified items and that they are functioning within required specifications, particularly for items related to human spaceflight mission operations. The Contractor shall

determine the PM requirements for the identified items, including activities to be performed and schedules for them to be accomplished. The Contractor shall prepare a Preventive Maintenance Plan and Preventive Maintenance Report (DRD-11, Preventive Maintenance and Operational Readiness Documentation) for these items. The Contractor shall review the PM program and amend or update the plans or procedures as necessary. The Contractor shall submit a copy of these PM plans and procedures to NASA for review and approval, when they are initially prepared and when they are revised (DRD-11).

8.2.2 Repair

The Contractor shall repair JSC multimedia systems, equipment and networks as identified by the COTR (Attachment J-10). Some identified items shall be repaired or replaced as needed to restore full operational capability in a timely manner. Other identified items shall only be repaired up to certain thresholds as identified by the COTR. The Contractor shall notify NASA when the repair of an item is not considered to be cost effective and recommend if the item should be replaced. The Contractor shall also manage third party maintenance agreements.

The Contractor shall repair items used to support operational space flight mission requirements immediately if notification occurs during periods of Contractor mission staffing. If Contractor mission staffing is other than 24/7, repairs shall normally be initiated at the beginning of the next supported shift.

The Contractor shall also be responsible for the repair of selected items associated with the JSC Central Security Control System. Repairs of these items are to be expedited upon notification if during normal work periods. Repairs of security system failures occurring at other times, such as weekends or holidays, shall normally be initiated at the beginning of the next scheduled work shift.

8.3 Multimedia Operations and Services

The Contractor shall perform multimedia operations as described in the following sections.

8.3.1 Imagery Acquisition

The Contractor shall provide motion and still imagery acquisition. Specifically, the Contractor shall provide still and motion video/digital/photographic products and services for Space Shuttle and International Space Station missions; engineering, testing and JSC institutional and training activities. The Contractor shall use applicable analog, digital, and film-based formats as determined by individual project requirements.

8.3.1.1 Engineering Testing Support

The Contractor shall set up and operate video systems, electronic still cameras, film-based imaging systems, high speed imaging systems, and other imaging systems for instrumentation or documentation activities for engineering testing at JSC or other locations as required. The Contractor shall acquire imagery in pressure chambers (requiring specialized protective equipment), high-performance test aircraft, and laboratories using testing methods that require special safety or hazardous training provided by the Government. The Contractor may be required to use special image capture formats to meet specific engineering testing needs or for data and information gathered in laboratory or hazardous environments. Additionally, the Contractor shall prepare and operate television monitoring and recording systems for engineering testing activities at the Center. The Contractor shall provide routine system operations in the test facilities located in JSC buildings 7, 32, and 49. As required (on average twice per year) and as requested by the CO, the Contractor shall provide video monitoring services in other Government-owned facilities located at JSC. The imagery acquisition process includes signal processing, distribution, signal validation, video monitoring, and documentation. Video recording tapes provided by the Contractor to produce original (master) recordings or duplicate recordings (dubs) shall be of the highest commercial quality available for videotape recordings to ensure high, video-quality imagery with prolonged storage life.

The Contractor shall perform image capturing for test and training activities conducted during flight in Government-operated aircraft. These Contractor employees shall be required to pass an annual Air Force Class III physical and applicable flight training provided by the Government.

8.3.1.2 JSC Institutional and Training Support

The Contractor shall provide still and motion imagery acquisition for JSC institutional, program, and training activities. The Contractor shall set up and operate video systems, electronic still cameras, and film-based imaging systems for the documentation of routine, non-mission activities conducted in JSC facilities. Examples of these activities are classroom training, field training, site surveys, procedure development, film tests, visits by dignitaries, accident investigations, and special events. The Contractor shall also provide image acquisition services in confined spaces on site and in the JSC tunnel system.

The Contractor shall provide mission imagery documentation of flight crew training and Flight Control Room activities.

In the event of a spaceflight contingency, the Contractor shall comply with the Imagery Operations Contingency Action Plan (JSC 27847), including travel to domestic or overseas landing sites if required.

8.3.2 Human Spaceflight Imaging Operations

The Contractor shall provide mission imaging operations for motion and still imagery, including the processing of mission downlink and returned imagery. These systems are designed to receive, adjust, switch, record, playback, and distribute mission television, audio, and still imagery. This effort shall include operating the Video Downlink Record and Playback System (VDRPS), the Master Record and Playback Area (MRPA), the Signal Validation and Adjustment System (SVAS), the Digital Imaging Laboratory (DIL), and the DIL Annex.

For International Space Station and Shuttle missions, the Contractor shall generate the Mission Imagery Products List (MIPL) that identifies the photographic and television products required for each mission as defined in the Mission Support Plan (DRD-14). These documents shall be created from data derived from the ISS Increment Data Requirements Document Annex 3, ISS Increment Data Requirements Document Annex 5, the Space Shuttle Program Mission Integration Plan, and the SSP Flight Specific, Flight Requirements Document. MIPL document shall be reviewed and approved by the CO prior to each ISS Increment, Space Shuttle mission, other downlink event or document revision. The Contractor shall submit a Mission Imagery Processing Plan as specified in Mission Support Plan (DRD-14). This plan shall define the processing of both still and motion imagery for real-time and post-mission activities. Included, as part of this plan will be a post-flight imaging report defining the type, quantity, labeling, and disposition of returned imagery media. The Contractor shall participate in scheduled mission simulations. These functions include the processing, monitoring, recording, and distribution of all video and still imagery downlinks and the switching to backup circuits or equipment if a device in the system malfunctions.

The Contractor shall verify the nominal operation and readiness of the JSC multimedia systems and associated networks, systems, and interfaces, for human spaceflight-related activities via periodic or scheduled readiness checks. The Contractor shall test and verify signal paths, ascertain and adjust the technical quality of the signals to meet broadcast or industrial standards as required, validate internal cable TV channels, and verify the integrity of data in the vertical interval of the television signal. These readiness checks include audio, video, still, and digital systems, operations involving

data transfer, switching circuits and equipment, and retrieval and playback of video recordings.

8.3.2.1 Real-time Processing, Recording, and Distribution

The Contractor shall process, monitor, validate, record, adjust, and distribute mission- related audio, video, and still imagery, which may originate from the Space Shuttle, ISS, International Partners and Participants, satellite downlink, or interfaces to external sources. During missions, the Contractor shall provide electronic imaging to the DIL Annex located in the MCC. As such, the Contractor shall provide near real-time processing of electronic still camera imagery; transferring images and audio for web-based distribution; and manipulating files, printing digital images, and distributing imagery through networks and servers to other JSC and NASA locations and addresses.

8.3.2.2 Post-Mission Processing, Recording, and Distribution

The Contractor shall process, monitor, validate, record, adjust, and distribute mission- related audio, video and still imagery, which originates from videotapes, film or digital media returned to JSC after a mission. Processing may include, but is not limited to, transferring imagery to an archive media, logging content information, and distributing imagery to Program, institutional, and international customers.

8.3.3 General Photographic Operations and Services

The Contractor shall provide film and paper processing (color and black & white), process digital imagery, duplicate photographic products, transfer and distribute imagery, manipulate files, perform film testing and certification, perform silver recovery, and package and deliver photographic products. Photographic laboratory operations include, but are not limited to, production of the following products:

- A. Paper prints-color and black & white up to 4 feet x 8 feet
- B. Film processing-color positive and color negative (35mm - 4x5 inches)
- C. Slides - (35 mm and 46 mm "Super Slides")
- D. Transparencies - up to 4x5 inches, Viewgraphs up to 8x10 inches

- E. Continuous contact masters (70mm and 5-inches)
- F. Motion pictures-original, intermediate and distribution products in 35 mm formats
- G. Flat-art scanning of originals up to 4' x 6'
- H. Film scanning from 35mm to 9 x 9 inches original negatives or positives
- I. CD's and other electronic media
- J. Dry photographic, dye sublimation prints, and overhead slides originating from electronic image files, photographic film, or flat art
- K. Digital slides and transparencies (35mm to 8 x 10 inches) exposed on film recorders in both mid- to high-resolution formats

8.3.3.1 Film Processing and Scanning

The Contractor shall provide products and services for the processing of film-based imagery. The processing may include standard chemical processing or may require special processing due to film or exposure deviations. Film processing includes, but is not limited to, 35mm, 70mm, 4x5 inches, positive, and negative media.

The Contractor shall scan all processed, film-based imagery to digital files for retention, printing, and distribution. The Contractor shall operate a variety of film scanning devices for the creation of digital files.

8.3.3.2 Digital Imaging and Products

The Contractor shall provide still digital imaging operations, and products. The Contractor shall provide a color management system that encompasses all still digital imaging systems. A color management system is defined here as a system through which accurate color reproduction can be implemented across many devices and systems. The color management system will tie together all input devices (scanners, cameras, etc), displays (monitors), output devices (printers), and independent devices (not linked to any specific device - used as a reference or storage profile). The color management system must conform to the ICC Color Management - Industry Best Practices (ICC Standard).

The Contractor shall transfer still imagery from one format or media to another. Formats and media include 16mm motion picture, DVD, CD, digital files, and other film- and non-

film-based media. Additionally, the Contractor shall transfer still imagery to and from a Government-provided, web-based server for distribution to customers. The Contractor shall provide image file manipulation to digitally enhance the image quality, contrast, and color balance and to set the image resolution at multiple levels and multiple file formats when requested and where appropriate. The CO must approve any manipulation that alters the original intent of the image.

8.3.3.3 Flight Film Certification

To verify film meets the manufacturer's specifications for speed and tone reproduction characteristics, the Contractor shall perform certification testing on photographic film to be flown on orbit, certifying each film type and emulsion separately. Certification shall be performed on all new film emulsions as well as on re-certifications. The Contractor shall verify the film using both the film's sensitometric curves and the manufacturer's control strips. A record shall be kept of each certification. Use of the certifications in processing the flight film is documented in the Standard Operating Procedures (DRD-10).

8.3.3.4 Photographic Chemical Processing

The Contractor shall perform chemical storage, chemical mixing, plumbing, chemical processors, and the zero-discharge hazardous waste system (JMI 8800.4). A current listing of hazardous materials is provided in Attachment J-16, JIMMS Hazardous Materials List.

The Contractor shall be responsible for the following activities:

Chemical Mixing: The Contractor shall be responsible for the chemical mixing, analysis, storage, and inventory of all photographic chemicals, providing and maintaining current Material Safety Data Sheets (MSDS) on all chemicals used. Data on types and quantities of chemicals produced shall be provided to the JSC Environmental Office when requested per the Safety and Health Plan (DRD-09) and Facility Baseline Documentation (JPG 5322.1).

Zero Discharge System Operations: The Contractor shall be responsible for the daily operation of the zero-discharge hazardous waste system. For operating work with this system, the Government shall provide special training, including hazardous duty training. The Contractor shall hold all recovered silver sludge waste in a secured area until picked up by or delivered to the responsible JSC office. For scrap paper and film waste not suitable for silver recovery, the Contractor shall notify JSC Security for appropriate disposal.

8.3.4 General Video Operations and Services

The Contractor shall operate the television systems and facilities at JSC for JSC and NASA programs, missions, and institutional activities. This includes the processing, recording, and distribution of video and audio content, as well as the creation of requested video products. The Contractor shall utilize the following television network technologies: single and multi-mode fiber optic cable, coaxial copper cable, twinax cable, triaxial camera cable, cable television (CATV) cable, point-to-point and omnidirectional microwave systems, and twisted pair audio cable. The Contractor shall utilize the following video formats: D-2, Beta SP, M-II, S-VHS, VHS, Hi-8mm, 8mm, Mini-DV, DV-Cam, lynch SMPTE Type C, 3/4 inch U-matic, DigiBeta, BetaSX, DVCPRO50, Digi-SVHS, HDCam, and high-definition television (HDTV) video formats. Programs shall be distributed through the JSC cable TV system, the JSC omni-directional microwave system, NASA television, NASA multi-channel MPEG 2 multi-site distribution system, videotapes, digital files, or digital media. The Contractor shall operate the Video Control Center (VCC), located in Building 8.

8.3.4.1 Processing, Recording and Distribution

The Contractor shall process, monitor, validate, record, adjust, and distribute non-mission-related video, which may originate from satellite downlinks, test, training, institutional activities, International Partners, or interfaces to external sources.

The Contractor shall operate JSC television and video systems (see Systems Table, (Attachment J-10)). These systems are connected to the VCC and are routinely interconnected (switched) to mutually monitor tests, training, and mission simulations.

The Contractor shall schedule programming and operate television distribution systems including distribution of the NASA TV programs to the commercial media trailers. Program sources include the JSC satellite receivers, NASA intercenter networks, spacecraft, direct satellite broadcast receivers, playbacks from within the VCC, off-air antennas for local programming, JSC test and training facilities, and educational television microwave feeds (e.g., the University of Houston).

The Contractor shall verify the nominal operation and readiness of the JSC television systems and associated audio systems, networks, and interfaces via periodic or scheduled verification checks. The Contractor shall test and verify signal paths, ascertain and adjust the technical quality of the signals to meet broadcast or industrial standards as required, validate internal cable TV channels, and verify the integrity of data in the vertical interval

of the television signal. This includes audio and video operations involving switching circuits and equipment, and retrieval and playback of video recordings.

8.3.4.2 Video Products

The Contractor shall provide editing, transfer, and reproduction services as needed to create video and television products for JSC, NASA, and external customers. As part of the effort the Contractor shall perform the following functions:

- A. **Editing:** The Contractor shall edit raw material to create usable quality video products. Editing may be performed as simple cuts-only, (e.g., with no special transitions required between segments), or may involve more complex transitions between scenes, depending on the product requirements. Scene-to-scene color correction or other image enhancement will be performed as required. Some products will also require slates, titles, graphics, effects or audio to complement the edited video segments.
- B. **Format and Media Transfer:** The Contractor shall transfer raw or edited motion imagery from one format or media to another. Accompanying audio will be synchronized with the video imagery as required. This transfer process may also include encoding and authoring. Formats and media include motion picture film, videotape, optical discs and digital files. Additionally, the Contractor shall distribute transferred motion imagery, such as to and from JSC or NASA intranet or Internet based servers, to make the products available to customers.
- C. **Reproduction:** The Contractor shall produce copies of NASA video products as required. This reproduction process also includes standards conversion, video and audio mixing, labeling and packaging as needed. Media formats for copies include videotape or optical disc. Videotape formats include D-2, Digital Betacam, BetacamSP, HDCAM, DVCPRO, DVCAM, Mini DV, 8mm and VHS. Disc formats include Digital Versatile Disc (DVD), Video Compact Disc (VCD), Super VCD (SVCD) and removable hard disk. Standards conversion activities include to-or-from National Television Standards Committee (NTSC), PAL, SECAM, SDTV, and HDTV formats. Additionally, the Contractor shall operate a

capability for managing the distribution of the copies produced.

- D. **Voice Audio Metadata:** The Contractor shall create metadata from voice-audio information customers using software tools to search and manipulate voice recordings (e.g. FastTalk application). The Contractor shall also provide a graphical user interface to customers for searching metadata.

8.3.4.3 Video Teleconferencing

The Contractor shall schedule and operate the audio and video equipment in video teleconference (VTC) rooms (Attachment J-10) in addition to the system distribution equipment that interfaces with the NASA Integrated Systems Network (NISN) and other associated networks. The Contractor shall operate the conference facilities either for the full duration of the video teleconference or long enough to brief participants on how to operate the controls. Additionally, at the direction of the CO, the Contractor shall operate and maintain video teleconferences in new teleconferencing facilities as they are brought on line. This effort shall include nontraditional teleconferencing application and techniques such as video-over IP, desktop teleconferencing, and any other approaches developed under this contract. The Contractor shall also produce, update, and maintain procedures for all supported video teleconferencing facilities according to the Standard Operating Procedures (DRD-10).

Prior to every conference, the Contractor shall configure system equipment and verify it is performing nominally, and participate in a pre-conference checkout with other online sites. In addition, the Contractor shall coordinate, schedule, and operate teleconferences between remote sites (any site not located at JSC) and members of the International Space Station and Space Shuttle crews via interface circuits with the Mission Control Center (MCC). These remote locations will include NASA's International Partner's VTC facilities, Contractor facilities, and educational institutions.

8.3.4.4 Meeting and Presentation Support

The Contractor shall deliver, set up, and operate audiovisual equipment and systems for conferences, symposia, educational courses, and other meetings held both on and off site. Requests for off-site services shall be forwarded to the CO for approval. Audiovisual equipment includes audience and presenter microphones, audio mixers, loudspeakers, slide projectors, video and computer screen projectors, web cast systems, and audio/ video

recorders/playback equipment. For requests to display video using a projector, a VHS, SVHS, HDTV, or Digi-beta player will be provided. For requests to show a digital computer file, a laptop computer with the JSC standard software load and configuration will be provided. The Contractor is not responsible for the content of the presentation, but shall provide technical assistance to customers, e.g., informing them of supported formats and software, and the setup of the laptop. Neither nonstandard-load software nor formats will be provided under this contract, but must be provided by the customer. The Contractor shall, where required, interface with all elements responsible for an event to ensure coordinated delivery of all products and services. The Contractor shall provide specialized services for senior management conference rooms that may require special coordination of audio/visual presentations and collaborative software applications (e.g., Group Systems software).

8.3.4.5 Audio/Visual Equipment Loan Pool

The Contractor shall operate an audio/visual equipment loan pool to provide short-term equipment loans to JSC and on-site Contractor personnel for on-site and off-site use. The pool shall consist of, but it not limited to, the following equipment: microphones, speakers, audio mixers, lecterns, slide projectors, screens, videocassette player/recorders, television receiver/monitors, video/computer projectors, camcorders, and video equipment stands. The Contractor shall deliver, set up, take down, and pick up equipment when required.

9.0 PUBLIC AFFAIRS MULTIMEDIA SERVICES

The Johnson Space Center Public Affairs Office provides multimedia products and services that help disseminate information about NASA's programs and activities. To accomplish this, live and recorded television productions and other related multimedia products are created for mission and non-mission events and are made available to members of the news media. Systems and facilities are operated to create these products. This section deals with live television required for human spaceflight mission programming, non-mission briefings and events, interviews and appearances, and a variety of other non-mission institutional activities. These programs shall be distributed through the JSC cable TV system, the JSC omni-directional microwave system, NASA Television, NASA multi-channel MPEG-2 multi-site distribution system, video tapes, digital files, or other media formats. The Contractor shall operate the facilities and equipment to accomplish all objectives of the SOW and be able to adapt to new or changing technologies as appropriate.

9.1 Mission Television Production

The Contractor shall plan and execute live mission television programming as required during Space Shuttle or ISS flights or as requested by the CO. Mission programming

activities generally consist of live television program control, audio program control, recording mission-related audio circuits, televised briefings, and in-flight crew events.

The Contractor shall generate, maintain, and distribute documentation of research and planning efforts (e.g., the NASA TV schedule of televised mission events and summary of in-flight special events) as described in the Mission Support Plan (DRD-14).

Additionally, the Contractor shall provide mission audio and video operations. Support shall include routing of video and audio sources and signals, playback of imagery from tape-based and non tape-based media, and coordination via internal and external intercom circuits with the PAO and media personnel.

9.1.1 Briefings

The Contractor shall produce live multi-camera television briefings. This effort includes, but is not limited to planning; writing schedules, outlines, treatments, and scripts; directing camera operators, lighting and studio technicians, audio technicians, and graphic and videotape operators; coordinating satellite transmissions and language translation as required; and integrating remote video and audio sources. Briefings are conducted before, during, and after missions to inform the news media and public of mission status. Most briefings are moderated by a NASA Public Information Officer and may include graphics, videotape, animation, and multipoint two-way audio for media participation from remote locations such as other NASA Centers and, when applicable, international venues.

9.1.2 In-Flight Events

The Contractor shall provide planning, scheduling, and execution of live interactive broadcast events between crewmembers in orbit and participants on the ground—usually news media and VIPs. In addition, downlink messages for specific clients may be requested as part of the in-flight event capability. Such events typically consist of two-way audio between the spacecraft in orbit and remote locations around the world and include live downlink television from the spacecraft. This effort requires close interaction with ground-based customers and the flight control team. When planning these events, the Contractor shall receive a list of approved event candidates from PAO. The number of events shall be dictated by the crew's flight-specific or weekly timeline. For Space Shuttle missions, the Contractor shall identify in the TV schedule opportunities when such events can be scheduled. The Contractor shall contact the customer promptly after having received the event information from PAO to discuss the event's technical

configuration for audio and video circuits and the topics to be discussed during the event. Also, the Contractor shall send the customer biographical information about the crew, a mission synopsis, an interview protocol, and other pertinent information to ensure a successful interview.

9.1.3 Live Interviews and Appearances

The Contractor shall produce live interviews using satellite or ground-based links to transmit audio and video to selected customers, which may include news and educational organizations. Typically, the customer receiving the transmission will ask questions via a phone line configured to the interviewee through the Audio Control Room. The on-camera interviewee is usually an astronaut, scientist, or NASA manager addressing current issues and situated in the studio, briefing room, or certain on-site facilities that can be configured to the television control rooms. The Contractor shall produce interview and appearance sessions that may include multiple customers per session. Typically, these sessions occur on anniversaries of historic NASA events, when NASA programs reach important development milestones, or when the news media are interested in an interview.

9.2 Mission/Non-Mission Audio Production

The Contractor shall provide a variety of audio program control, recording, and production services for both mission and non-mission activities.

9.2.1 Audio Program Control

The Contractor shall control multiple simultaneous audio programs during missions and during mission simulations from the JSC Audio Control Room. Programming shall include mixing multiple audio sources for live distribution. These sources consist of various Space Shuttle Air-to-Ground (A/G) circuits, ISS Space-to-Ground (S/G) circuits, PAO commentary, tape playback, telephone and satellite circuits, dedicated four-wire circuits, and briefing room and studio microphones. The Contractor shall mix audio for press briefings held at JSC and other NASA Centers and synchronize audio to video for all program feeds. The Contractor shall distribute programs to news media, JSC personnel, and NASA personnel at other centers. Audio programs consist of NASA Television audio, mission audio, inter-center audio, PAO-1, and PAO-2. During ISS and certain international missions, additional audio circuit configuration may be required to broadcast and record translation to and from foreign languages.

9.2.2 Audio Recording and Products

Throughout the duration of Space Shuttle missions and as directed by the CO for ISS missions, the Contractor shall

record for archival, production, and distribution purposes a variety of audio circuits.

The Contractor shall catalog, index, and archive recordings. The Contractor shall make use of automated audio indexing and search technology as directed by the CO. The Contractor shall copy certain portions of the audio mission recordings for distribution to the news media and other users. When NASA foreign partners participate in flights, the Contractor shall record additional audio circuits containing foreign language translation.

9.3 NASA Television and Media Distribution

The Contractor shall provide live television programming from the Program Control Room in the Teague Broadcast Center for broadcasting on NASA Television via domestic satellite and locally via closed circuit. Local distribution also includes two additional isolated feeds, PAO-1 and PAO-2, which shall be coordinated and switched for media requirements. Video sources for the broadcasts and isolated feeds include mission downlink, MCC views, graphics, animation, video feeds from other NASA centers, videotaped segments, recorded productions, live briefings, and studio-based programs. Also, the Contractor shall provide, as requested by the CO, mission commentary from Mission Control or a remote facility, giving audio commentary on mission events for distribution to the media and public.

9.4 Non-Mission Television, Video, and Media Production

The Contractor shall produce non-mission live television programming and event coverage for JSC and NASA institutional purposes. The Contractor shall also produce recorded video and multimedia products.

The Contractor shall produce, sometimes on short notice, news and special events programming to be broadcast on NASA Television as Agency or Center news warrants. These live briefings are moderated by a Public Information Officer and usually include NASA senior management, scientists, or experts reporting and answering questions from the briefing room and from other NASA centers. These briefings may include graphics, videotape, available animation, and multipoint two-way audio for media participation from remote locations such as other NASA Centers and international venues.

The Contractor shall produce television productions, programs, features, video files, video news releases, and multimedia presentations required to publicly communicate JSC and NASA programs. This effort requires, but is not limited to, the following activities: planning; writing outlines, treatments, and scripts; directing various activities; acquiring necessary footage; creating still graphics and animation; recording all necessary audio elements; and performing off-line and online edits. Requirements may range from a simple one-camera video documentation to a comprehensive narrative, to a CD

Deleted: for non-mission purposes

package, to a more complex fully scripted studio production. Projects may require set construction. These projects may be distributed through the JSC cable TV system, the JSC omni-directional microwave system, NASA Television, videotapes, digital files or other media as appropriate.

Within two weeks of receiving a production request, the Contractor (when requested by the CO) shall submit a written production plan and budget as described in Television Productions Deliverables (DRD-15). Upon completion, the Contractor shall submit a final report (DRD-15, Television Productions Deliverables) and collect and store all project documentation in a permanent file in a Government-provided repository. For projects done for non-PAO clients, the Contractor shall assign a producer to work closely with the client throughout development, production, delivery, and final CO approval of the product.

10.0 EXTERNAL RELATIONS, INFORMATION AND COMMUNICATIONS

The objective of External Relations, Information and Communications activities is to provide meaningful information to a variety of audiences using effective products and services that provide the best return on investment. The Contractor shall develop and implement plans that convey to external audiences information regarding the activities and programs of JSC and NASA. These plans shall include, but are not limited to, the selection of a target audience, selection of communications media to be used, development of exhibits, execution of public relations activities, creation of materials including content and design, and production and distribution of materials. Communications goals and general content are defined and provided by the Government. Plans may be event-related or may be required for special communications initiatives defined by the Government.

10.1 Exhibits

Exhibits are produced, maintained and scheduled for NASA-sponsored events as well as for requests from customers to showcase the latest in NASA programs and technologies. Exhibits may also include display of human spaceflight program hardware at selected events or at a NASA Visitor Center.

10.1.1 Traveling Exhibits Program Implementation

The Contractor shall implement the traveling exhibits program (JPD 1387.1). Work to be performed includes, but is not limited to, providing logistics coordination, which includes shipping/receiving of exhibit materials, assembly of the exhibit(s), recording, and scheduling of exhibit event locations and dates, as well as responding to requests for exhibits and maintaining appropriate files and

records. The scheduling of exhibits shall include lunar sample displays. Work to be performed includes maintaining schedules, show files (for JSC and other NASA Centers), documentation/records, and reports. The Contractor shall be responsible for purchasing special materials and for providing special services. When directed by the CO, the Contractor shall travel to exhibit locations for the purpose of assembling and dismantling exhibits, which includes traveling trailer exhibits, and attending the event to disseminate information and respond to inquiries about NASA programs.

10.1.2 Exhibit Production and Refurbishment

The Contractor shall design, fabricate, maintain, refurbish, and warehouse PAO exhibits for use at JSC, other NASA Centers, NASA Headquarters, and elsewhere as requested by the CO. To accomplish this, the Contractor shall operate an exhibits shop. This effort requires, but is not limited to, operating large power tools such as table saws, band saws, planers and other tools to fabricate exhibits from wood, metal, plastic and composites; using small power tools and hand tools; operating fork lifts to move heavy pallets of printed materials; operating painting and finishing equipment; drawing and designing exhibits; and lifting and carrying moderately heavy materials, building stock, storage crates, and other items. The Contractor shall provide model making (fiberglass, metal, and wood) and maintenance capabilities and provide audiovisual equipment maintenance and repair.

The Contractor shall update presentational narratives, research and prepare copy text, and select photographs for the existing exhibits in the JSC inventory and new exhibits that may be designed and produced.

The Contractor shall refurbish existing exhibits for JSC, other NASA centers, NASA Headquarters, and Space Center Houston. The exhibits inventory consists of over 400 displays, including artifacts, scale models of spacecraft, static panel exhibits, mobile trailers, and dynamic exhibits containing both audio and projection systems, most of which are designed to be packed and shipped in fitted crates. (Attachments J-13 and J-14)

10.1.3 Artifacts Management

The Contractor shall store, catalog, and transfer NASA artifacts, both for temporary loan and for final disposition (NPG 4310.1). The Contractor shall store and eventually transfer space hardware selected by the Smithsonian Institution as an "artifact." The Contractor is responsible for material from receipt until shipment to the Smithsonian Institution. The Contractor shall store, secure, ship, and maintain artifacts at JSC. The

Contractor shall also maintain artifacts at Space Center Houston. Artifacts are identified in Attachment J-14.

10.2 Outreach Program

The Outreach Program is designed to inform the public about NASA activities and to build cooperative relationships with the community. It includes the Speakers Bureau, special events, exhibitions, the Information Service Center, cooperative projects with community organizations and other activities. The Outreach Program also utilizes Exhibits, Communications, and other services and resources to implement a comprehensive program.

10.2.1 Protocol and Guest Operations

The Contractor shall perform protocol operations for special guests of JSC. Special guests include high-ranking officials of United States and foreign governments, including heads of state, congressional office-holders and staff, cabinet-level officials, diplomatic personnel, special interest groups, guests of senior management and others as identified by the JSC Public Affairs Office. Protocol operations shall include, but are not limited to, the following activities: planning, coordination, and preparation of visit agendas; scheduling facilities and presenters; and arranging transportation, informational materials, and presentation items. The Contractor shall provide planning and implementation for mission-related activities such as Mission Control guest programs at JSC, JSC guest programs at KSC, and crew return ceremonies. The Contractor shall coordinate all transportation requirements for special programs.

10.2.2 Information Service Center

The Contractor shall respond to requests for information and materials in various media from JSC, other NASA Centers, and the general public. The Contractor shall assemble, package, and disseminate NASA program and educational materials in paper and electronic form to fulfill requests and shall prepare special replies to a variety of specific information requests, conducting the necessary research. On occasion, large-scale preparation of information packages shall be required to send to NASA-supported conventions, conferences, and educational events. The Contractor shall keep a record of requests and the disposition of requests.

The Contractor shall acquire, warehouse and maintain inventories of educational and public informational publications and products in electronic and hard copy form. The Contractor shall also develop a user-friendly method to archive, catalog, and retrieve all PAO materials in electronic and hard copy form. The Contractor shall make

the archives accessible to JSC employees in hard copy form and on the Internet.

The Contractor shall produce information products including written documents and schedules, information packages, press releases and articles, NASA/JSC customer or visitor listings, graphic materials, and develop and maintain mailing lists and labels.

10.2.3 Speakers Bureau Program

The Contractor shall implement the JSC Speakers Bureau by coordinating and scheduling JSC personnel for special appearances away from JSC (JPD 1385.1). Responsibilities include recruiting and training of speakers, identification of presentation tools, implementation of the Speakers Bureau Recognition Program, receipt and processing of written and verbal requests for speakers and arranging travel.

10.2.4 Event Planning and Coordination

The Contractor shall plan, coordinate, publicize, and staff special outreach events, including crew debriefings, auditorium-type programs, and Center-supported special events both on and off site. Planning may include proposing scope, content and design of events, audience development, and coordinating all logistics requirements. Staffing actions include assigning Contractor staff, volunteer coordination, and scheduling both civil service and aerospace Contractor volunteers. The Contractor shall implement a recognition program for event volunteers. Publicity includes selecting a target audience, designing methods to reach that audience, and the design, writing, graphics, production and distribution of publicity materials.

10.3 Communications

The Contractor shall provide communications services over a wide range of media and communications activities. The services include internal and external communications products and activities, newsroom staffing, distribution of imagery and informational materials, assistance to visiting media, and audio services (JPD 1382.1).

10.3.1 Internal Communications

The Contractor shall provide services for internal communications programs and activities including production of the employee newspaper (Space News Roundup), a daily e-mail-based employee information service (JSC Today), an on-line feature story web site (JSC Features) and other similar products and services that may be developed to communicate with employees and other internal NASA audiences.

Production of the Space News Roundup, JSC Today, JSC Features and other products shall encompass all phases of production including planning, writing, editing, layout, design, working with printers or web technical staff, and all other elements needed to carry the product from concept to completion. The Contractor shall use writing, editing and graphic styles appropriate for the type of publication or product and audience.

The Contractor shall use other forms of internal communication as available and as appropriate for the communications objectives. These may include writing, editing and preparation of announcements for the JSC closed-circuit television system, fliers, posters, brochures, fact sheets and other media.

The Contractor shall develop and execute internal communications plans for such activities as publicity for special events and employee awareness campaigns that consider the appropriate strategy for communicating with the target audiences including use of available internal media, messages, timing and other factors.

10.3.2 External Communications

The Contractor shall provide services for a variety of communications products and activities designed to inform external audiences of JSC and NASA programs.

10.3.2.1 Strategic Communications Activities

The Contractor shall develop and execute external communications plans that focus on delivering information to the public and other external audiences in the most effective way possible. These communications activities will normally use common practices of selecting target audiences, defining messages, choosing a media strategy, developing products (news releases, features, fact sheets, fliers, brochures, posters and other collateral materials) and distributing these products in the most cost-effective and appropriate manner. All communications plans shall be reviewed and approved by the CO before the Contractor implements them.

10.3.2.2 Public Affairs Internet Content Operations

The Contractor shall produce or update information products for use on the Internet, making maximum use of other products developed for PAO (e.g.: videotapes, fact sheet scripts, interviews, graphics, photographs, captions). Work in this area involves about 90 percent content development and 10 percent programming. Other files including JPG, Shockwave/Flash File (SWF), Motion Picture Experts Group (MPG), etc. are included on the Web sites covered under this contract.

The Contractor shall utilize PAO themes and messages and ensure that these are present and consistent in all Internet materials. The Contractor shall coordinate routine delivery of raw materials or data used to update PAO Internet products from other JSC provider organizations. Content shall meet prevailing World Wide Web (Internet) publishing standards and JSC Chief Information Officer (CIO) policy guidelines as specified in JSC Mandatory Policies for Web Pages and the JSC IT Security Handbook (JPG 2810.1).

The Contractor shall receive work requests authorized by a designated Government official via e-mail or through a Contractor-provided, web-based task assignment and tracking system.

For PAO web initiatives, the Contractor shall:

- A. Generate and update content for all Space Shuttle flights, and for significant ISS events identified in the PAO mission support plan. In the event of contingencies, the Contractor shall post appropriate updates to the development server within one (1) hour of notification.
- B. Develop new content and features for the JSC public web site and all its subsections, the spaceflight web site, related portions of the One NASA Web Portal, and various internal PAO web sites.
- C. Coordinate with other organizations (e.g., the MCC and JSC Mission Television group) to arrange for delivery of real-time content.

10.3.3 News Room Support Services

During human spaceflight missions and other high-interest activities the role of the Contractor will be to provide newsroom staffing in the form of answering queries from the media and public, distributing informational products, and providing general assistance to media over the telephone or in person.

10.3.4 General Media Support Services

The Contractor shall provide services to facilitate media coverage of JSC and NASA programs and activities.

10.3.4.1 General Media and Public Support Services

The Contractor shall provide products and services to the news media, educational organizations, media production companies (NPD 1383.2), other specialized organizations,

and individuals seeking acquisition of imagery and information about the space program. Products and services include audio production and duplication, media technical assistance, Public Affairs information products and services, document development, Public Affairs outreach, and the appearances program.

The Contractor shall operate the Media Resource Center, to provide imagery and multimedia products to news media and other customers as defined by PAO. The functions of the Media Resource Center include customer service, research, caption writing, cataloging and indexing, filing, records maintenance, order processing and shipping and inventory management. Still photograph caption information shall be written for selected imagery and maintained in a computerized database and shall be provided with the requested images. Imagery and information products are provided without charge to some internal and external customers (e.g., news media, educators, and other non-profit organization). The CO will approve exceptions to this policy. For those customers to whom materials and imagery are not provided free of charge, the Contractor shall provide a mechanism through which customers can procure imagery at their own expense. This mechanism must be reviewed and approved by the CO.

10.3.4.2 Audio News Reports and Audio Media Production

The Contractor shall produce daily recorded audio news reports intended to keep employees and news media informed of the progress of significant programs, events, and activities at JSC, except during Space Shuttle flights or identified ISS operations.

The Contractor shall record audio circuits in a way that allows for them to be reproduced and distributed to news media and other PAO customers. The Contractor shall also duplicate original NASA audio recordings onto cassette, digital audio tape (DAT), or other in-house available audio formats. To maintain the capability to play back and copy historic NASA recordings made over the last 30 years, the Contractor shall maintain operationally unique recording/playback audio equipment such as the 30-track and 7-track recorders.

10.3.4.3 Media Technical Assistance

To facilitate the media's acquisition of JSC imagery, the Contractor shall escort visiting news media and production crews in training facilities and other areas otherwise not accessible to the public. The Contractor shall coordinate access to the desired sites with the responsible facility managers. Media technical assistance includes escorting visiting photo, film, and television production crews to designated sites.

The Contractor shall also facilitate the scheduling of astronaut interviews with news media, coordinate logistics arrangements for visiting media, and maintain statistical data and other media information on human spaceflights.

10.4 Education Support Services

Education has moved to the forefront as a communications and outreach tool for NASA. The technology used in electronic classrooms today is one of the many ways that information on human spaceflight programs is transmitted to the next generation of space explorers. The Contractor shall deliver products and services for the following functions: distant learning, outreach, and JSC education programs.

10.4.1 E-Learning

The Distance Learning Project consists of the development and distribution of NASA educational materials and curriculum support modules via an E-Learning mechanism. The process for delivery is primarily through the use of video conferencing, Webcasting, and Web-based mediums. The Contractor shall schedule, coordinate and conduct weekly E-Learning events. This effort includes, but is not limited to, developing content specific to the five NASA Enterprises and linked to National Education Standards, <http://www.education-world.com/standards/national/toc/index.shtml>; recruiting subject matter experts for specific events; producing unique products in relation to preplanned special events (e.g., Space Day, World Space Week, Aquarius, etc); conducting video teleconferences and Webcasts and providing the requisite technical service to ensure a successful event; and advertising events to participating schools or customers emphasizing how they can use E-learning events and determining the correlation of events to their required curriculum; and handling all pre- and post-event requirements.

10.4.2 Education Outreach

The Contractor shall provide logistics and operational services to educational outreach programs including scheduling and coordinating visits by educators and students; responding to requests for educational outreach events; and preparing and presenting professional development sessions using NASA education materials at education workshops conferences and related events. The Contractor shall schedule special appearances and other volunteer work performed by JSC volunteers including yearly recruitment for SciAd and Education Outreach volunteers. The Contractor shall maintain metrics on numbers of events per year and volunteer data. The Contractor shall provide services for the JASON Project. Specifically, the

Contractor shall participate in the "train the trainers" workshop, lead teacher training activities at JSC, recruit area teachers to participate, conduct activities with students participating in the JASON Project broadcasts, coordinate administrative activities, and record data in the NASA Education Evaluation Information System (NEEIS)/Education Computer Aided Tracking Systems (EDCATS) database. In addition, the Contractor shall act as the JSC point of contact and backup point of contact to NEEIS. Events include classroom visits/presentations, assembly presentations, science fairs, career days/shadowing, National Engineers Week, tutoring assignments and mentoring.

10.4.3 JSC Education Program Support

The Contractor shall perform educational programs that include, but are not limited to, teacher workshops, educator conferences, and limited student competitions held at JSC. The number of programs varies each year with the average of 6 programs per year. Education programs range in duration from one-day to two-week events. Overall operations of these programs include developing and executing project plans that cover: development of promotional materials, advertising, logistics (e.g., security, presenters/briefer, buildings, etc.), volunteer solicitation, establishing judging committee (if needed), developing program content, and content delivery. The Contractor shall provide services for educational tours of JSC as identified by the Education and Student Programs Branch. Services include planning, coordinating, and preparing tour agendas; scheduling facilities and presenters; and arranging transportation, informational materials, and escorts.

SECTION D

PACKAGING AND MARKING**D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATIONS (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No FAR by-reference Clauses in Section D

II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No NFS by-reference Clause in Section D

III. FULL TEXT CLAUSES**D.2 PACKAGING, HANDLING, AND TRANSPORTATION (NFS 1852.211-70) (JUN 2000)**

- (a) For all items designated as Class I, II, or III, the Contractor shall comply with NPG 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components," dated April 26, 1999, as may be supplemented by the statement of work or specifications of this contract.
- (b) The Contractor's packaging, handling, and transportation procedures may be used, in whole or part, subject to the written approval of the Contracting Officer, provided (1) the Contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the Contractor's procedures.
- (c) The Contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.

(End of clause)

[End of Section]

SECTION E

INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions
and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|---|
| 52.246-5 | APR 1984 | INSPECTION OF SERVICES—COST- REIMBURSEMENT |

II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|---|
| 1852.246-72 | AUG 03 | MATERIAL INSPECTION AND RECEIVING REPORT |

III. FULL TEXT CLAUSES

E.2 INSPECTION AND ACCEPTANCE (JSC 52.246-90)(JUN 1991)

Final inspection and acceptance shall be accomplished by the Contracting Officer or his/her duly authorized representative at NASA Lyndon B. Johnson Space Center.

(End of Clause)

E.3 QUALITY ASSURANCE SURVEILLANCE PLAN (JSC 52.246-93)(JUL 1996)

A Quality Assurance Surveillance Plan will be developed and implemented by the Contracting Officer's Technical Representative as a part of the contract administration and monitoring activities conducted to assure that the Government receives products and services that conform to contract requirements. The nature and extent of quality assurance surveillance contemplated in this plan will be based, in part, on the specific content of the Contractor's Quality Plan as required in DRD-07.

(End of clause)

[End of Section]

SECTION F

DELIVERIES OR PERFORMANCE

CLAUSES THAT PERTAIN TO THE CONTRACT IN GENERAL

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|-----------------------------------|
| 52.242-15 1984) | AUG 1989 | STOP-WORK ORDER (ALTERNATE I)(APR |

II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No NASA By-reference clauses in Section F.

III. FULL TEXT CLAUSES**F.2 COMPLETION OF WORK (JSC 52.211-95)(OCT 2001)**

All work required under this contract, including submission of all reports, shall be completed on or before August 31, 2007.

(End of clause)

F.3 PHASE-IN AND PHASE-OUT**(a.) Contractor Phase-In**

- (1) The services provided by this contract are vital to the Government's overall effort. Therefore, continuity of these services must be maintained at a consistently high level without disruption. To this end, the Contractor shall conduct an orderly phase-in of contract activities prior to assumption of responsibility for the effort described in the Statement of Work (SOW).

- (2) The Contractor shall have up to 60 calendar days immediately prior to the effective date of the contract in which to conduct phase-in. Office space will not be provided by the Government during the phase-in period. During this time, the Contractor shall not be responsible for performance of the effort described in the SOW. It is understood that during phase-in the predecessor contractor(s) will be performing work, which will be covered by the SOW of this contract after phase-in.
- (3) On the effective date of the contract, the Contractor shall assume full responsibility for the effort covered by the SOW.
- (4) During phase-in, the Contractor shall:
 - (i) participate in meetings with the predecessor contractor(s) to identify and discuss problems or areas requiring attention during the phase-in period; and
 - (ii) perform all activities described in the Contractor's phase-in plan submitted with its proposal, and all activities necessary, to ensure effective transfer of all effort from the predecessor contractor(s) and readiness to assume full contract performance. As a minimum, phase-in must include the following: all personnel must be trained and must meet contract requirements (certifications, permits, etc.); all Government Furnished Property must be inventoried; qualified staff must be available and ready to assume performance (and must have obtained security clearances (if required) and been badged by JSC, etc.)

(b.) Contractor Phase-Out

- (1) Prior to contract completion, a successor contractor(s) may be selected to perform the work requirements covered by the SOW. The Contractor will conduct an orderly phase-out of contract activities prior to completion of this contract and assumption of responsibility for the effort described in the SOW by a successor contractor(s). The Contractor shall remain responsible for the effort covered by the SOW during phase-out activities.
- (2) Upon written notice by the Contracting Officer, the Contractor shall conduct phase-out activities for up to 60 calendar days prior to the contract completion date, including:
 - (i) support periodic meetings with the successor contractor(s) to identify and discuss problems or areas requiring attention during the phase-out period; and
 - (ii) negotiate in good faith a plan with the successor contractor(s) to determine the nature and extent of phase-in and phase-out activities required. The plan shall include effective transfer of all effort to the successor contractor(s); training of personnel; and any other agreements or steps necessary to ensure a smooth transition between the contracts. The plan shall be subject to the Contracting Officer's approval.

(End of clause)

F.4 METHOD OF PLACING DELIVERY ORDERS (JSC 52.216-95)(SEP 1998)

Delivery Orders may be placed only by the contracting officer. Delivery Orders will be in writing on JSC Form 1429 or orally, followed by written confirmation. Delivery Orders will be numbered "1," second will be Number "2", and each succeeding Delivery Order will be numbered consecutively.

Each Delivery Order placed against this contract shall consist of the following information: (A) delivery order number and contract number; (B) place of delivery or performance (including consignee); (C) item/items ordered, including quantity, unit price, and amount of each; (D) date of order, and required delivery date; (E) name of person placing order; (F) funding and appropriation data; (G) Procurement placement code; (H) total amount; (I) signature of the contracting officer.

Amendments to orders may be issued in the same manner as original orders. Each order or amended order shall contain a citation of funds from which payment for the supplies or services ordered shall be made.

(End of clause)

F.5 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90)(OCT 1996)

The Government may require the contractor to continue to perform services under this contract. The contracting officer may exercise this option by issuance of a unilateral contract modification 30 days or more before the completion date set forth in F.2 Completion of Work. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes:

OPTION 1 (Year Four) (September 1, 2007 – August 31, 2008)

B.3 (a) The guaranteed minimum contract value of work that will be ordered under this contract, and which will be initiated through the issuance of cost-reimbursable task orders shall be increased by \$50,000 for Year four to a total of \$200,000. The maximum value that can be ordered under the IDIQ provisions of this contract shall be increased by \$35,000,000 to \$140,000,000.

B.6 entitled "IDIQ Task Order Estimating" for Contract Year 4 shall become effective for all Task Orders on or after September 1, 2007.

F.2 entitled "Completion of Work" shall be modified to extend the ending date of the contract to August 31, 2008.

I.3 The first paragraph of the clause entitled "Ordering" shall be modified to read: "(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from September 1, 2007 through August 31, 2008."

I.5 The last sentence of the clause entitled "Indefinite Quantity" shall be modified to read, "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after August 31, 2008."

OPTION 2 (Year Five) (September 1, 2008 – August 31, 2009)

B.3 (a) The guaranteed minimum contract value of work that will be ordered under this contract, and which will be initiated through the issuance of cost-reimbursable task orders shall be increased by \$50,000 for Year Five to a total of \$250,000. The maximum value that can be ordered under the IDIQ provisions of this contract shall be increased by \$35,000,000 to \$175,000,000.

B.6 entitled "Pre-Established Loaded Labor Rates" for Contract Year 5 shall become effective for all Task Orders on or after September 1, 2008.

F.2 entitled "Completion of Work" shall be modified to extend the ending date of the contract to August 31, 2009.

I.3 The first paragraph of the clause entitled "Ordering" shall be modified to read: "(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from September 1, 2008 through August 31, 2009."

I.5 The last sentence of the clause entitled "Indefinite Quantity" shall be modified to read "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after August 31, 2009."

(End of clause)

F.6 PLACE OF PERFORMANCE

The primary effort required under this contract shall be performed at or near the Lyndon B. Johnson Space Center (JSC) and at other locations as covered by the Statement of Work.

(End of clause)

F.7 SHIPPING INSTRUCTIONS (JSC 52.247-94)(APR 1997)

All documentation shall be shipped to the following address:

PARCEL POST SHIPMENTS AND FREIGHT SHIPMENTS

Ship to: Transportation Officer, Building 421
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058-3696

Mark for: Accountable Property Officer

Mark with: Contract Number: NNJ04JA52C

For reissue to: Steve Guy IC 45
(Name) (Mail Code) (Bldg) (Rm)

(End of clause)

F.8 BILLS OF LADING (NFS 1852.247-73)(JUN 2002)

The purpose of this clause is to define when a commercial bill of lading or a government bill of lading is to be used when shipments of deliverable items under this contract are f.o.b. origin.

(a) **Commercial Bills of Lading.** All domestic shipments shall be made via commercial bills of lading (CBLs). The Contractor shall prepay domestic transportation charges. The Government shall reimburse the Contractor for these charges if they are added to the invoice as a separate line item supported by the paid freight receipts. If paid receipts in support of the invoice are not obtainable, a statement as described below must be completed, signed by an authorized company representative, and attached to the invoice.

"I certify that the shipments identified below have been made, transportation charges have been paid by (company name), and paid freight or comparable receipts are not obtainable.

Contract or Order Number: NNJ04JA52C

Destination: _____".

(b) **Government Bills of Lading.** (1) International (export) and domestic overseas shipments of items deliverable under this contract shall be made by Government bills of lading (GBLs). As used in this clause, "domestic overseas" means non-continental United States, i.e. Hawaii, Commonwealth of Puerto Rico, and possessions of the United States.

(2) At least 15 days before shipment, the Contractor shall request in writing GBLs from: Cindy Ratliff, Contract Transportation, 2101 NASA Parkway, M/C JB7, Houston, Texas 77058. If time is limited, requests may be by telephone: 281-483-3208. Requests for GBLs shall include the following information.

- (i) Item identification/ description.
- (ii) Origin and destination.
- (iii) Individual and total weights.
- (iv) Dimensional Weight.
- (v) Dimensions and total cubic footage.
- (vi) Total number of pieces.
- (vii) Total dollar value.
- (viii) Other pertinent data.

(End of clause)

[End of Section]

SECTION G

CONTRACT ADMINISTRATION DATA**CLAUSES THAT PERTAIN TO THE CONTRACT IN GENERAL****G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No FAR by-reference clauses in Section G

II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|---|
| 1852.223-71 | DEC 1988 | FREQUENCY AUTHORIZATION |
| 1852.227-86 | DEC 1987 | COMMERCIAL COMPUTER SOFTWARE- LICENSING |
| 1852.242-71 | DEC 1988 | TRAVEL OUTSIDE THE UNITED STATES |
| 1852.242-73 | JUL 2000 | NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING |
| 1852.245-70 | JUL 1997 | CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT |

III. FULL TEXT CLAUSES**G.2 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND
EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204-91)
(MAR 2002)**

(a) An employee of a domestic Johnson Space Center (JSC) Contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC Contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.

(b) All visit/badge requests for persons described in (a) above must be entered in the NASA Request for Request (RFR) and Foreign National Management System (NFMMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its Contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve

as the Contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign national, representative, or resident alien Contractor/subcontractor employee shall be granted access into JSC or WSTF until a completed RFR has been approved and processed through the NFNMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office.

(c) The Contractor agrees that it will not employ for the performance of work onsite at the JSC or WSTF any individuals who are not legally authorized to work in the United States. If the JSC or WSTF Industrial Security Specialist or the contracting officer has reason to believe that any employee of the Contractor may not be legally authorized to work in the United States and/or on the contract, the Contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The Contractor agrees to provide the information requested by the JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to JSC or other NASA Centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other Center to be visited.

(End of clause)

G.3 USE OF JSC CALIBRATION LABORATORY (JSC 52.204-92)(OCT 1997)

The Contractor shall utilize the services of the JSC Calibration Laboratory to the maximum extent practicable for calibration of all instruments (Government property or Contractor property) utilized under this contract, the total cost for maintenance of which would otherwise be a direct charge to the Government. The procedures for obtaining calibration of instruments are described in the JSC Procedures and Guidelines 5151.2 – "JSC Support Contractor Procedures and Guidelines."

(End of clause)

G.4 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92)(DEC 1999)

(a) This clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, or other state or Federal regulation or statute. Therefore, the following requirements do NOT supercede any statutory or regulatory requirements for any entity subject to this clause.

(b) "Hazardous materials," for the purposes of this clause, consist of the following:

(1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 Code of Federal Regulation 1010.119, without regard for quantity.

(2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 355, Part 355, without regard for quantity.

(3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 302.4, without regard for quantity.

(4) Any radioisotope material or device that produces ionizing radiation.

(5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986).

(6) Any explosive or any pyrotechnics.

(7) Any pesticide.

(c) The Contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC for the performance of the contract.

(d) The Contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.

(e) The Contractor shall notify the JSC Occupational Health and Test Support Office (SD13) prior to any initial use or different application of these materials.

(f) The Contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.

(g) The Contractor shall insert the substance of this clause, including this Paragraph F with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC.

(h) In the event the Contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of Clause)

G.5 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92)(MAR 2002)

At all times while on Government property, the Contractor, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee badges will be issued only between the hours of 7:30 a.m. to 4 p.m., Monday through Thursday, and 7:30 am to 12:00 pm on Friday. JSC visitor badges will be issued between the hours of 6 a.m. to 10 p.m., 7 days a week. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day a week, 24-hour a day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The Contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA Contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, Controlled Access Area cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

G.6 REPAIR OF GOVERNMENT PROPERTY (JSC 52.245-91)(JUN 1986)

When removal of Government-owned property from its place of use for repair is necessary, the Contractor must prepare a JSC Form 1318 prior to removing the equipment. The form and instructions regarding its use are available from the Equipment Management Section, Building 419. The repaired Government property is to be returned to the location from which it was removed unless otherwise directed by the Government.

(End of Clause)

G.7 AWARD FEE FOR SERVICE CONTRACTS (NFS 1852.216-76)(JUN 2000)

(a) The Contractor can earn award fee from a minimum of zero dollars to the maximum stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" in this contract.

(b) Beginning 6 months after the effective date of this contract, the Government shall evaluate the Contractor's performance every 6 months to determine the amount of award fee earned by the Contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with Section J-1. The plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

(c) The Government will advise the Contractor in writing of the evaluation results. The JSC Financial Management Division will make payment based on issuance of unilateral modification by the contracting officer.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth in Section J-1. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f) (1) Provisional award fee payments **will** be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a **monthly** basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 80 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments **will not** be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

G.8 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87)(MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the Contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NASA Lyndon B. Johnson Space Center
LF2/Financial Management (Payables)
2101 NASA Parkway
Houston, TX 77058-3696

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:

**Defense Contract Audit Agency
Mid Atlantic Region
Rosslyn Branch Office
6800 Versar Center, Suite 329
Springfield, VA 22151**

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

- (i) Copy 1 NASA Contracting Officer
- (ii) Copy 2 Auditor
- (iii) Copy 3 Contractor
- (iv) Copy 4 Contract administration office; and
- (v) Copy 5 Project management office.

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

National Aeronautics and Space Administration
Johnson Space Center
Attn: Jessica C. Miller
Mail Code: BJ2
Houston, TX 77058-3696

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of clause)

G.9 TECHNICAL DIRECTION (NFS 1852.242-70)(SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270.

"Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that --

- (1) Constitutes an assignment of additional work outside the statement of work;
- (2) Constitutes a change as defined in the changes clause;
- (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
- (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
- (5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--

- (1) Rescinded in its entirety; or
- (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e) A failure of the Contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

**G.10 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71)
(JUN 1998)(JSC Version APR 2003)**

(a) The Government property described in the clause at 1852.245-77, List of Installation-Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

PROPERTY CUSTODIAN RESPONSIBILITIES: REFERENCE NPG 4200.2**Chapter 2: Responsibilities**

Section 2.3. Property Custodians

Section 2.4 Full Time Property Custodians

Paragraphs 2.4.1 and 2.4.2

Chapter 4: Operational Procedures

Section 4.2 Identification of Equipment

Paragraphs 4.2.8, 4.2.9, 4.2.10,

Section 4.3. Standard NEMS Reports for Property Custodians.

Paragraphs 4.3.1 through 4.3.4.5

Section 4.4. Inventory Procedures.

Paragraphs 4.4.1 through 4.4.5

Chapter 5. (Entire Content)**User Responsibilities: Reference Document (NPG 4200.2)****Chapter 2.**

2.7. Responsibility of the Individual. The Contractor shall ensure that each of its employees are responsible for Government property as follows: An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. Additional responsibilities include the following:

2.7.1. Reporting any missing or un-tagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the property custodian immediately.

2.7.2. Notifying the property custodian, supervisor, and the Center security officer immediately if theft of Government property is suspected.

2.7.3. Ensuring that equipment is used only in pursuit of approved NASA programs and projects.

2.7.4. Notifying the property custodian of equipment not actively being used for determination of proper disposition.

2.7.5. Ensuring that equipment is returned through the property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.

2.7.6. Assigned users retain all responsibilities including notifying property custodians of all activity associated with the user's assigned equipment.

2.8. The Contractor must ensure that all on-site Contractor employees notify the contracting officer, property custodian, and SEMO upon termination of employment.

Chapter 4.

4.2.11. The user will assist the custodian in completing NF 1618 and sign in the designated block.

The Contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities.

(b)(1) The official accountable record keeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. Center Administrative requirements are spelled out in JPG 5151.2, JSC Support Contractor Procedures & Guidelines. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area;

(iii) The Contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all Contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The Contractor shall assume accountability and financial reporting responsibility for such property. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of clause)

G.11 LIST OF GOVERNMENT FURNISHED PROPERTY (NFS 1852.245-76)(OCT 1988)

For performance of work under this contract, the Government will make available Government property identified below, or in Section J-13, Contractor Accountable Government Property – Contractor, and Section J-14, Contractor Accountable Government Property - Government, on a no charge for use basis. The Contractor shall use this property in the performance of this contract at JSC and at other

location(s) as may be approved by the Contracting Officer. Under FAR 52.245 Government property clauses of this contract, the Contractor is accountable for the identified property.

(End of Clause)

G.12 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES
(NFS 1852.245-77)(JUL 1997) (JSC Version FEB 2003)

In accordance with the clause 1852.245-71, Installation - Accountable Government Property the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for Contractor employees for unofficial calls.

(b) General - and special-purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Attachment Section J-5, Installation-Accountable Government Property. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(c) Publications and blank forms stocked by the installation.

(d) Safety and fire protection for Contractor personnel and facilities.

(e) Installation service facilities:

1. Audiovisual: Presentation services, sound services, Release Print Film Library, Film Repository, and loan of audiovisual equipment.

2. Automatic Data Processing (ADP) Services (onsite only): Generally, this includes access to large general-purpose computer systems, workstations, and the accessing media; i.e., terminals, printers, data communications, and consultation and training in the use of said systems. Unless otherwise specified in the contract, this does not include providing computer systems or ADP services for the Contractor business management, accounting, and administrative functions.

3. Transportation: Shuttle bus service for Contractor employees within the parameters provided for Government employees.

4. Disposal Services: Disposal services for excess onsite and offsite Contractor-held/Government-owned property.
 5. Fabrication Services: Fabrication services such as machining, sheet metal and welding, electronics, metal finishing, model and plastics, and precision cleaning.
 6. Photography, Processing, and Closed-Circuit Television: For technical and scientific photography, photographic processing, photographic sciences, and closed-circuit television.
 7. Pickup and Delivery of Official Mail: Within the Center and to and from the Nassau Bay Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.
- (f) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
- (g) Cafeteria privileges for Contractor employees during normal operating hours.
- (h) Building maintenance for facilities occupied by Contractor personnel.
- (i) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
- (j) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of Clause)

G.13 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS
(NFS 1852.245-73) (OCT 03)

- (a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA.
- (b)(1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.
- (2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.
- (3) One copy shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address:
- NASA Johnson Space Center
2101 NASA Parkway
Government Property Administrator
Attn: Property and Equipment Branch/JB3 (One copy)
AND
Property Accounting LF631 (One copy)
Houston, Texas 77058,

unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c)(1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, Contractors procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533 Contractor Financial Management Report) cost estimates. It should be supported and documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the Contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(End of Clause)

G.14 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NFS 1852.227-72)(JUL 1997)

(a) For purposes of administration of the clause of this contract entitled "New Technology" or "Patent Rights--Retention by the Contractor (Short Form)," whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

| Title | Office Code | Address (including zip code) |
|-------------------------------|---|--|
| New Technology Representative | HA/Technology Transfer & Commercialization Office | NASA Johnson Space Center, Houston, TX 77058 |

| | | |
|-----------------------|---|--|
| Patent Representative | HA/Technology Transfer & Commercialization Office | NASA Johnson Space Center, Houston, TX 77058 |
|-----------------------|---|--|

- (b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquires or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of clause)

[End of Section]

SECTION H**SPECIAL CONTRACT REQUIREMENTS****CLAUSES THAT PERTAIN TO THE CONTRACT IN GENERAL****H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------|
|--------------------------|-------------|--------------|

No FAR By reference in Section H

NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

Formatted: Bullets and Numbering

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|--------------------------------|
| 1852.208-81 | OCT 2001 | RESTRICTIONS ON PRINTING AND |
| | DUPLICATING | |
| 1852.223-70 | APR 2002 | SAFETY AND HEALTH |
| 1852.223-75 | FEB 2002 | MAJOR BREACH OF SAFETY OR |
| | | SECURITY |
| 1852.223-76 | JUL 2003 | FEDERAL AUTOMOTIVE STATISTICAL |
| | | TOOL REPORTING |
| 1852.225-70 | FEB 2000 | EXPORT LICENSES (fill-in JSC) |
| 1852.242-72 | AUG 1992 | OBSERVANCE OF LEGAL HOLIDAYS |
| | | (ALTERNATE I) (SEP 1989) |

III. FULL TEXT CLAUSES**H.2 TASK ORDERING PROCEDURE (NFS 1852.216-80) (OCT 1996)**

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within seven (7) calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within two (2) calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of clause)

H.3 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS (JSC 52.209-90)(SEP 1988)

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the Contractor's proposal *[Tessada & Associates, Inc. initial submission in response to RFP No. 03JCS002]* dated *[January 7, 2004]* and *Interim Proposal Revision* dated *April 14, 2004*, offer letter dated *April 13, 2004*, by reference, with the same force and effect as if it were given in full text.

(End of clause)

H.4 PROVIDING FACILITY ITEMS

The purpose of this clause is to set forth the parties' intent regarding their respective responsibilities for providing facility items under this contract. The parties accordingly agree as follows:

(a) "Provide," as used in this clause, has the same meaning as set forth in NASA FAR Supplement 1845.301. "Facilities," as used in this clause, has the same meaning as set forth in FAR 45.301.

(b) The Government shall provide to the Contractor the facilities identified in Section J-13, Contractor Accountable Government Property - Contractor for use in performance of this contract.

(c) The Contractor shall replace any of the existing facilities identified in (b) above that reach the end of their useful life during the contract period or which are beyond economical maintenance or repair, if the facilities are still needed for contract performance. Such replacements shall be made with Contractor-owned facilities and shall be charged in accordance with the Contractor's established accounting procedures.

(d) The Contractor shall not acquire facility items for the Government, unless specifically authorized by the contract or consent has been obtained in writing from the contracting officer pursuant to FAR 45.302-1(a). The Contractor agrees to provide all facilities necessary for performance of this contract except as provided in (b) above.

(e) The following Government-provided equipment will not be replaced by the Contractor, but will be replaced by the Government: The lists of equipment are located in Sections J-5, Installation Accountable Government Property and J-14, Contractor Accountable Government Property - Government.

The Contractor may unilaterally act to replace equipment items valued at less than \$10,000; however, for equipment items valued at more than \$9,999, the replacement, must be approved in writing by the Contracting Officer.

(End of clause)

H.5 CAPITAL EQUIPMENT

1. Introduction: The parties recognize the Contractor may, from time to time during the basic period of performance of this contract, purchase equipment for the purpose of performing work described in the SOW. Any such capital equipment will be capitalized and depreciated in accordance with the Contractor's established cost accounting practices and procedures, which must be in conformance to any applicable requirements and standards of this contract.

2. Contractor Records: The Contractor agrees to maintain complete records of capital equipment that is subject to this clause. Such records shall include date of purchase, purchase price, depreciation schedule, and amount of depreciation recorded from time to time. The Contractor further agrees to make these records available to the Contracting Officer promptly upon the latter's request, along with the Contractor's best estimate of the undepreciated balance of each equipment item.

3. Right to Purchase: The parties agree that if the Government does not exercise its option to extend the contract or does not thereafter contract with the Contractor for the performance of the same, or substantially the same services contemplated by this contract, the Contractor will, upon request by the Contracting Officer, transfer title to any equipment identified by the Contracting Officer from the records reference above, to either (a) the Government, or (b) a successor Contractor.

4. If a request for transfer of title to the Government, the Government agrees to recognize as allowable costs under the contract, for identified capital equipment, so much of the cost of the equipment that has not been depreciated as of the end of the contract period of performance. Payment of such undepreciated balances will be no later than 30 days after transfer of title.

(End of clause)

H.6 KEY PERSONNEL AND FACILITIES (NFS 1852.235-71)(MAR 1989)

(a) The personnel and/or facilities listed below are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

(End of clause)

H.7 (LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (JSC 52.227-91)(MAY 2002)

(a) NASA may find it necessary to release information submitted by the Contractor pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by signature on this contract, the Contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include the following:

(1) To other Agency Contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing post award audit support and specialized technical support to NASA;

(2) To NASA Contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) NASA recognizes its obligation to protect the Contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting Contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

(End of clause)

**H.8 RIGHTS IN DATA – SPECIAL WORKS (FAR 52.227-17)(JUN 1987)
(AS MODIFIED BY NFS 1852.227-17)**

The following data deliverables will be governed by this clause:

Data processed in the Spacecraft Imaging Review Facility
Medical records scanned data

All other data deliverables will be governed by FAR 52.227-14.

(a) Definitions.

“Data,” as used in this clause, means recorded information regardless of form for the medium on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative cost or pricing or management information.

“Unlimited rights,” as used in this clause, means the right of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose whatsoever, and to have or permit others to do so.

(b) Allocation of Rights.

(1) The Government shall have:

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause for copyright.

(ii) The right to limit exercise of claim to copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in such data, in accordance with subparagraph (c) (1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with subparagraph (c) (1) of this clause, the right to establish claim to copyright subsisting in data first produced in the performance of this contract.

(c) Copyright.

(1) Data first produced in the performance of this contract.

(i) The Contractor agrees not to assert, establish, or authorize others to assert or establish, any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When claim to copyright is made, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to such data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up nonexclusive, irrevocable, worldwide license for all such data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly by or on behalf of the Government.

(ii) If the government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in subdivision (c) (1) (I) of this clause, the Contracting Officer may direct the Contractor to establish, or authorize the establishment of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(2) Data not first produced in the performance of this contract. The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and

which contain the copyright notice of 17 U.S.C. 401 and 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in subparagraph (c) (1) of this clause.

(d) Release and use restrictions. Except as otherwise specifically provided for in this contract, the Contractor shall not use for purposes other than the performance of this contract, nor shall the Contractor release, reproduce, distribute, or publish any data first produced in the performance of this contract nor authorize others to do so without written permission of the Contracting Officer.

(e) Indemnity. The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability including costs and expenses incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity, arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contained in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense thereof and obtains the Contractor's consent to the settlement of any suit or claim other than as required by final decree of a court of competent jurisdiction; nor do these provisions apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

(f) Whenever the words "establish" and "establishment" are used in this clause, with reference to a claim to copyright, they shall be construed to mean "assert" and "assertion", respectively.

(End of Clause)

H.9 ASSOCIATE CONTRACTOR AGREEMENT FOR THE
INFORMATION RESOURCES
DIRECTORATE/PUBLIC AFFAIRS OFFICE (IRD/PAO)

- (A) The success of the IRD/PAO is dependent on the efforts of multiple contractors. The JIMMS Contractor is a key participant. The functions of other key participating Contractors are:

Desktop and Networking Infrastructure (ODIN)
Server Administration and Network Security (JETS)
Facility Infrastructure and Modifications (COSS)

The Contractors providing the aforementioned functions will supply the necessary resources and skills required to develop, operate, maintain, and utilize IRD/PAO systems, facilities and infrastructures.

- (B) In order to achieve efficient and effective management and operation of the IRD/PAO systems, facilities, and infrastructure, the Contractor shall establish the means for coordination and exchange of information with associate contractors. The information to be exchanged shall be that required by the Contractors in the execution of their respective contract requirements. The Contractors are strongly encouraged to seek out and foster cooperative efforts that will benefit the IRD/PAO with safety, efficiency, and productivity.

- (C) Given the unique role of this contract and interrelations with the development, operation, maintenance, and utilization of the IRD/PAO, the Contractor will engage in cooperative relationships that facilitate effective management of the overall IRD/PAO effort. This joint cooperation will be evaluated as part of the contract award fee process, as defined in the Award Fee Plan for the contract.
- (D) To ensure successful implementation and utilization of the IRD/PAO, the Contractors shall establish formal guidelines to address coordination, cooperation, and communication. All program elements shall work in a coordinated fashion. Each Contractor shall establish the means for the exchange of such data as needed to keep other project elements fully informed.

(End of Clause)

H.10
SPACE FOR GOVERNMENT **ADVANCE UNDERSTANDING ON THE COST OF**
PROPERTY AND CONTRACT SERVICES

As of the effective date of this contract, the Contractor has an obligation to provide approximately 18,000 square feet of off-site space for: the storage of such items as exhibits, artifacts, television equipment, and video equipment; television engineering services; and television repair and maintenance services. It is anticipated that the Government will have space available at the Johnson Space Center for these items and services sometime prior to the completion date of the contract. It is recognized that, in the event Government provided space becomes available, the Contractor provided space may become idle facilities or idle capacity, as those terms are defined by FAR 31.205-17. Any lease arrangement entered into by the Contractor should contain an escape clause allowing lease termination at any time during the period of performance of the contract.

Therefore, in the event the Government moves all items and services on-site, and the Contractor's space becomes idle in whole or in part, the parties agree to the following:

- (a) the Contractor will use its best efforts to mitigate costs by promptly leasing, sub-leasing or other actions as the case may be, such idle facility or idle capacity;
- (b) the Government will reimburse the cost of such idle facility or idle capacity (to the extent that such cost is otherwise allocable and reasonable), for one year after the date the space became idle, or until the expiration of the Contractor's lease for the space, whichever is sooner;
- (c) any cost incurred by the Contractor for such idle facility or idle capacity, after expiration of the time limitation set forth in paragraph (b), above, shall be unallowable under this or any other Government contract.

(End of clause)

H.11 **NON-DISCLOSURE AGREEMENT**

It is anticipated that the Contractor will have access to, be furnished, or use the following types of recorded information:

1. Information of third parties with limited rights or restricted rights notices submitted to NASA or directly to the Contractor.
2. Information of third parties which NASA has agreed to handle under protective arrangement.
3. Information of which NASA intends to control the use and dissemination.
4. Information governed by the Privacy Act of 1974, 5 U.S.C. 552a.

In order to provide appropriate management for protecting such information, the Contractor agrees with respect to such information to (1) use and disclose such information only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting the information to those "need to know" employees, and (2) to establish the necessary procedures to preclude disclosure of such information outside the Contractor employees assigned work area, except in accordance with the written instructions of the Contracting Officer.

The Contractor agrees to submit a nondisclosure statement per company policy and procedures for all personnel upon employment on the JIMMS contract.

(End of clause)

H.12 PHASE IN

The Contractor shall perform phase-in activities in accordance with Attachment J-17 JIMMS Phase-In Plan, at no cost to the Government. Costs incurred for phase-in activities shall be unallowable under this and any other Government contract.

(End of clause)

H.13 INFORMATION MANAGEMENT TOOL

The Offeror shall provide the information management tool *Program Information Management System (PIMS)* to the Government at no direct licensing cost. PIMS shall be delivered to the Government with limited rights in accordance with Alternate III of the 52.227-14, Rights in Data General clause.

(End of clause)

H.14 JIMMS TASK ORDER PROPOSAL DATABASE (JTOP)

The Contractor shall provide the JIMMS Task Order Proposal database (JTOP) to the Government at no direct cost. JTOP shall be delivered to the Government at contract completion

with unlimited rights as defined in the Rights and Data General Clause, 52.227-14 as modified at 1852.227-14.

(End of clause)

[End of Section]

SECTION I**CONTRACT CLAUSES****CLAUSES THAT PERTAIN TO THE CONTRACT IN GENERAL****I.1 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)(FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://ec.msfc.nasa.gov/msfc/procref.html>.

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|---|
| 52.202-1 | DEC 2001 | DEFINITIONS |
| 52.203-3 | APR 1984 | GRATUITIES |
| 52.203-5 | APR 1984 | COVENANT AGAINST CONTINGENT FEES |
| 52.203-6 | JUL 1995 | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT |
| 52.203-7 | JUL 1995 | ANTI-KICKBACK PROCEDURES |
| 52.203-8 | JAN 1997 | CANCELLATION, RECISION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY |
| 52.203-10 | JAN 1997 | PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY |
| 52.203-12 | JUN 2003 | LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS |
| 52.204-2 | AUG 1996 | SECURITY REQUIREMENTS |
| 52.204-4 | AUG 2000 | PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER |
| 52.204-7 | OCT 2003 | CENTRAL CONTRACTOR REGISTRATION |
| 52.204-9 | JAN 2006 | PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL |
| 52.209-6 | JUL 1995 | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT |
| 52.211-15 | SEP 1990 | DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS |
| 52.215-2 | JUN 1999 | AUDIT AND RECORDS—NEGOTIATION |
| 52.215-8 | OCT 1997 | ORDER OF PRECEDENCE—UNIFORM CONTRACT FORMAT |

| | | |
|-----------|----------|---|
| 52.215-11 | OCT 1997 | PRICE REDUCTION FOR DEFECTIVE |
| 52.215-13 | OCT 1997 | COST OR PRICING DATA – MODIFICATIONS |
| 52.215-14 | OCT 1997 | SUBCONTRACTOR COST OR PRICING DATA – |
| 52.215-15 | JAN 2004 | MODIFICATIONS |
| 52.215-18 | OCT 1997 | INTEGRITY OF UNIT PRICES |
| 52.215-19 | OCT 1997 | PENSION ADJUSTMENTS AND ASSET |
| 52.215-21 | OCT 1997 | REVERSIONS |
| | | REVERSION OR ADJUSTMENT OF PLANS FOR |
| | | POSTRETIREMENT BENEFITS OTHER THAN |
| | | PENSIONS (PRB) |
| | | NOTIFICATION OF OWNERSHIP CHANGES |
| | | REQUIREMENTS FOR COST OR PRICING DATA |
| | | OR INFORMATION OTHER THAN COST OR |
| 52.216-7 | DEC 2002 | PRICING DATA – MODIFICATIONS |
| 52.219-6 | JUN 2003 | ALLOWABLE COST AND PAYMENT |
| 52.219-8 | OCT 2000 | NOTICE OF TOTAL SMALL BUSINESS |
| 52.219-14 | DEC 1996 | SET-ASIDE |
| 52.222-1 | FEB 1997 | UTILIZATION OF SMALL BUSINESS CONCERNS |
| | | LIMITATIONS ON SUBCONTRACTING |
| | | NOTICE TO THE GOVERNMENT OF LABOR |
| 52.222-3 | JUN 2003 | DISPUTES |
| 52.222-4 | SEP 2000 | CONVICT LABOR |
| | | CONTRACT WORK HOURS AND SAFETY |
| 52.222-19 | JAN 2004 | STANDARDS ACT OVERTIME COMPENSATION |
| | | CHILD LABOR—COOPERATION WITH |
| | | AUTHORITIES AND REMEDIES |
| 52.222-21 | FEB 1999 | PROHIBITION OF SEGREGATED FACILITIES |
| 52.222-26 | APR 2002 | EQUAL OPPORTUNITY |
| 52.222-35 | DEC 2001 | AFFIRMATIVE ACTION FOR SPECIAL DISABLED |
| | | AND VIETNAM ERA VETERANS |
| 52.222-36 | JUN 1998 | AFFIRMATIVE ACTION FOR WORKERS WITH |
| | | DISABILITIES |
| 52.222-37 | DEC 2001 | EMPLOYMENT REPORTS ON DISABLED |
| | | VETERANS AND VETERANS OF THE VIETNAM |
| | | ERA, AND OTHER ELIGIBLE VETERANS |
| 52.222-41 | MAY 1989 | SERVICE CONTRACT ACT OF 1965, AS |
| | AMENDED | |
| 52.223-5 | AUG 2003 | POLLUTION PREVENTION AND RIGHT TO |
| | | KNOW INFORMATION (ALTERNATE I)(AUG 03) |
| 52.223-10 | AUG 2000 | (ALTERNATE II)(AUG 03) |
| 52.223-14 | AUG 2003 | WASTE REDUCTION PROGRAM |
| 52.224-1 | APR 1984 | TOXIC CHEMICAL RELEASE REPORTING |
| 52.224-2 | APR 1984 | PRIVACY ACT NOTIFICATION |
| 52.225-13 | DEC 2003 | PRIVACY ACT |
| | | RESTRICTIONS ON CERTAIN FOREIGN |
| | | PURCHASES |
| 52.227-1 | JUL 1995 | AUTHORIZATION AND CONSENT |
| 52.227-2 | AUG 1996 | NOTICE AND ASSISTANCE REGARDING |
| | | PATENT AND COPYRIGHT INFRINGEMENT |
| 52.227-16 | JUN 1987 | ADDITIONAL DATA REQUIREMENTS |

| | | |
|-----------|----------|--|
| 52.228-7 | MAR 1996 | INSURANCE-LIABILITY TO THIRD PERSONS |
| 52.232-17 | JUN 1996 | INTEREST |
| 52.232-22 | APR 1984 | LIMITATION OF FUNDS |
| 52.232-23 | JAN 1986 | ASSIGNMENT OF CLAIMS |
| 52.232-25 | OCT 2003 | PROMPT PAYMENT, ALTERNATE I, (FEB 2002) |
| 52.232-34 | MAY 1999 | PAYMENT BY ELECTRONIC FUNDS |
| | | TRANSFER—OTHER |
| | | THAN CENTRAL CONTRACTOR REGISTRATION |
| 52.233-1 | JUL 2002 | DISPUTES (ALTERNATE I) (DEC 1991) |
| 52.233-3 | AUG 1996 | PROTEST AFTER AWARD (ALTERNATE I) |
| | | (JUN 1985) |
| 52.237-2 | APR 1984 | PROTECTION OF GOVERNMENT BUILDINGS, |
| | | EQUIPMENT, AND VEGETATION |
| 52.237-3 | JAN 1991 | CONTINUITY OF SERVICES |
| 52.239-1 | AUG 1996 | PRIVACY OR SECURITY SAFEGUARDS |
| 52.242-1 | APR 1984 | NOTICE OF INTENT TO DISALLOW COSTS |
| 52.242-3 | MAY 2001 | PENALTIES FOR UNALLOWABLE COSTS |
| 52.242-4 | JAN 1997 | CERTIFICATION OF FINAL INDIRECT COSTS |
| 52.242-13 | JUL 1995 | BANKRUPTCY |
| 52.243-2 | AUG 1987 | CHANGES---COST REIMBURSABLE |
| | | (ALTERNATE II) (APR 1984) |
| 52.244-2 | AUG 1998 | SUBCONTRACTS (ALTERNATE I) (AUG 1998) |
| 52.244-5 | DEC 1996 | COMPETITION IN SUBCONTRACTING |
| 52.244-6 | APR 2003 | SUBCONTRACTS FOR COMMERCIAL ITEMS |
| 52.245-1 | APR 1984 | PROPERTY RECORDS, clause applies to |
| | | Attachment J-5 |
| 52.245-5 | JUN 2003 | GOVERNMENT PROPERTY (COST |
| | | REIMBURSEMENT, TIME-AND-MATERIAL, OR |
| | | LABOR-HOUR CONTRACTS) (DEVIATION) (AS |
| | | MODIFIED BY NASA PIC 99-15), clause applies to |
| | | Attachment J-13 and Attachment J-14 |
| 52.246-25 | FEB 1997 | LIMITATION OF LIABILITY—SERVICES |
| 52.247-1 | APR 1984 | COMMERCIAL BILL OF LADING NOTATIONS |
| 52.247-63 | JUN 2003 | PREFERENCE FOR U.S. FLAG AIR CARRIERS |
| 52.247-67 | JUN 1997 | SUBMISSION OF COMMERCIAL- |
| | | TRANSPORTATION BILLS TO THE GENERAL |
| | | SERVICES ADMINISTRATION FOR AUDITS |
| 52.248-1 | FEB 2000 | VALUE ENGINEERING |
| 52.249-6 | SEP 1996 | TERMINATION (COST-REIMBURSEMENT) |
| 52.249-14 | APR 1984 | EXCUSABLE DELAYS |
| 52.251-1 | APR 1984 | GOVERNMENT SUPPLY SOURCES |
| 52.253-1 | JAN 1991 | COMPUTER GENERATED FORMS |

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18)

| <u>CLAUSE NUMBER</u> | <u>DATE</u> | <u>TITLE</u> |
|--------------------------|-------------|---|
| 1852.203-70 | JUN 2001 | DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS |
| 1852.216-89 | JUL 1997 | ASSIGNMENT AND RELEASE FORMS |

| | | |
|-------------|----------|--|
| 1852.219-74 | SEP 1990 | USE OF RURAL AREA SMALL BUSINESSES |
| 1852.219-76 | JUL 1997 | NASA 8 PERCENT GOAL |
| 1852.219-77 | MAY 1999 | NASA MENTOR-PROTÉGÉ PROGRAM |
| 1852.219-79 | MAR 1999 | MENTOR REQUIREMENTS AND EVALUATION |
| 1852.223-74 | MAR 1996 | DRUG-AND ALCOHOL-FREE WORKFORCE |
| 1852.227-86 | DEC 1987 | COMMERCIAL COMPUTER SOFTWARE – LICENSING |
| 1852.228-75 | OCT 1988 | MINIMUM INSURANCE COVERAGE |
| 1852.236-73 | DEC 1988 | HURRICANE PLAN |
| 1852.237-70 | DEC 1988 | EMERGENCY EVACUATION PROCEDURES |
| 1852.242-78 | APR 2001 | EMERGENCY MEDICAL SERVICES AND EVACUATION |
| 1852.243-71 | MAR 1997 | SHARED SAVINGS |

III. FULL TEXT CLAUSES

I.2 APPROVAL OF CONTRACT (FAR 52.204-1)(DEC 1989)

This contract is subject to the written approval of the Procurement Officer and shall not be binding until so approved.

(End of Clause)

I.3 ORDERING (FAR 52.216-18)(OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from July 1, 2004 through August 31, 2007.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

I.4 ORDER LIMITATIONS (FAR 52.216-19)(OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$250 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor --

- (1) Any order for a single item in excess of \$1,500,000;
- (2) Any order for a combination of items in excess of \$20,000,000; or
- (3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order

a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

I.5 INDEFINITE QUANTITY (FAR 52.216-22)(OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after August 31, 2007.

(End of clause)

I.6 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2)(JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$0 or the overtime premium is paid for work-

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall-

- (1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;
- (2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

(End of clause)

I.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42)
(May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:
It is not a Wage Determination

Employee Class Monetary Wage--Fringe Benefits

See SF98 in Section J-7

(End of clause)

I.8 RESERVED

I.9 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA
(FAR 52.223-3)(JAN 1997) ALTERNATE I (JUL 1995)

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material

(If none, insert "None") Identification No.

NONE will be delivered as an end product; however, Tessada & Associates, Inc. will comply with all contractual requirements; including the submission of Material Safety Data Sheets when required.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to--

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with subparagraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document, which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(End of Clause)

I.10 OZONE-DEPLETING SUBSTANCES (FAR 52.223-11)(MAY 2001)

(a) Definition. "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR part 82 as-

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

(2) Class II, including, but not limited to, hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR part 82, Subpart E, as follows:

Warning

Contains (or manufactured with, if applicable) * _____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

The Contractor shall insert the name of the substance(s).

(End of clause)

I.11 SECURITY REQUIREMENTS FOR UNCLASSIFIED TECHNOLOGY INFORMATION RESOURCES (NFS 1852.204-76)(JUL 2002)

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

(1) Computer control of spacecraft, satellites, or aircraft or their payloads;

(2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and

(3) Access to NASA networks or computers at a level beyond that granted the general

public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

(1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;

(2) NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology; and

(3) Chapter 3 of NPG 1620.1, NASA Security Procedures and Guidelines.

(c) Within 30 days after contract award, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.

(d)(1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPG 2810.1, Section 4.5; NPG 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):

(i) **IT-1** -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) **IT-2** -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.

(iii) **IT-3** -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as follows:

(i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;

(ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and

(iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within last three years; or

(iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPG 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of clause)

I.12 DRUG-FREE WORKPLACE (FAR 52.223-6)(MAY 2001)

(a) Definitions. As used in this clause-

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall- within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration-

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about-

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b)(1) of this clause;

(4) Notify such employees in writing in the statement required by paragraph (b)(1) of this clause that, as a condition of continued employment on this contract, the employee will-

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;

(5) Notify the Contracting Officer in writing within 10 days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(6) Within 30 days after receiving notice under subdivision (b)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Taking appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b)(1) through (b)(6) of this clause.

(c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.

(d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR 23.506, render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

(End of clause)

**I.13
FORM)****PATENT RIGHTS – RETENTION BY THE CONTRACTOR (SHORT****(FAR 52.227-11)(JUN 1997) (AS MODIFIED BY NFS 1852.227)****(a) Definitions.**

(1) "Invention" means any invention or discovery which is or may be patentable or otherwise protectable under title 35 of the United States Code, or any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 U.S.C. 2321, *et seq.*)

(2) "Made" when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(3) "Nonprofit organization" means a university or other institution of higher education or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.

(4) "Practical application" means to manufacture, in the case of a composition of product; to practice, in the case of a process or method, or to operate, in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

(5) "Small business firm" means a small business concern as defined at section 2 of Pub. L. 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in Government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, will be used.

(6) "Subject invention" means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d) of the Plant Variety Protection Act, 7 U.S.C. 2401(d)) must also occur during the period of contract performance.

(b) *Allocation of principal rights.* The Contractor may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the Contractor retains title, the Federal Government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention disclosure, election of title, and filing of patent application by Contractor.

(1) The Contractor will disclose each subject invention to the Federal agency within 2 months after the inventor discloses it in writing to Contractor personnel responsible for patent matters. The disclosure to the agency shall be in the form of a written report and shall identify the contract under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor will promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Contractor.

(2) The Contractor will elect in writing whether or not to retain title to any such invention by notifying the Federal agency within 2 years of disclosure to the Federal agency. However, in any case where publication, on sale or public use has initiated the 1-year statutory period wherein valid patent protection can still be obtained in the United States, the period for election of title may be shortened by the agency to a date that is no more than 60 days prior to the end of the statutory period.

(3) The Contractor will file its initial patent application on a subject invention to which it elects to retain title within 1 year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The Contractor will file patent applications in additional countries or international patent offices within either 10 months of the corresponding initial patent application or 6 months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure election, and filing under paragraphs (c)(1), (2), and (3) of this clause may, at the discretion of the agency, be granted.

(5) The Contractor may use whatever format is convenient to disclose subject inventions required in subparagraph (c)(1). NASA prefers that the contractor use either the electronic or paper version of NASA Form 1679, Disclosure of Invention and New Technology (Including Software) to disclose subject inventions. Both the electronic and paper versions of NASA Form 1679 may be accessed at the electronic New Technology Reporting Web site <http://invention.nasa.gov>.

(d) *Conditions when the Government may obtain title.* The Contractor will convey to the Federal agency, upon written request, title to any subject invention-

(1) If the Contractor fails to disclose or elect title to the subject invention within the times specified in paragraph (c) of this clause, or elects not to retain title; provided, that the agency may only request title within 60 days after learning of the failure of the Contractor to disclose or elect within the specified times.

(2) In those countries in which the Contractor fails to file patent applications within the times specified in paragraph (c) of this clause; *provided, however*, that if the Contractor has filed a patent application in a country after the times specified in paragraph (c) of this clause, but prior to its receipt of the written request of the Federal agency, the Contractor shall continue to retain title in that country.

(3) In any country in which the Contractor decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on, a patent on a subject invention.

(e) *Minimum rights to Contractor and protection of the Contractor right to file.*

(1) The Contractor will retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the Contractor fails to disclose the invention within the times specified in paragraph (c) of this clause. The Contractor's license extends to its domestic subsidiary and affiliates, if any, within the corporate structure of which the Contractor is a party and includes the right to grant sublicenses of the same scope to the extent the Contractor was legally obligated to do so at the time the contract was awarded. The license is transferable only with the approval of the Federal agency, except when transferred to the successor of that part of the Contractor's business to which the invention pertains.

(2) The Contractor's domestic license may be revoked or modified by the funding Federal agency to the extent necessary to achieve expeditious practical application of subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR part 404 and agency licensing regulations (if any). This license will not be revoked in that field of use or the geographical areas in which the Contractor has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of

the funding Federal agency to the extent the Contractor, its licensees, or the domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, the funding Federal agency will furnish the Contractor a written notice of its intention to revoke or modify the license, and the Contractor will be allowed 30 days (or such other time as may be authorized by the funding Federal agency for good cause shown by the Contractor) after the notice to show cause why the license should not be revoked or modified. The Contractor has the right to appeal, in accordance with applicable regulations in 37 CFR part 404 and agency regulations, if any, concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of the license.

(f) *Contractor action to protect the Government's interest.*

(1) The Contractor agrees to execute or to have executed and promptly deliver to the Federal agency all instruments necessary to-

(i) Establish or confirm the rights the Government has throughout the world in those subject inventions to which the Contractor elects to retain title; and

(ii) Convey title to the Federal agency when requested under paragraph (d) of this clause and to enable the Government to obtain patent protection throughout the world in that subject invention.

(2) The Contractor agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the Contractor each subject invention made under contract in order that the Contractor can comply with the disclosure provisions of paragraph (c) of this clause, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by paragraph (c)(1) of this clause. The Contractor shall instruct such employees, through employee agreements or other suitable educational programs, on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The Contractor will notify the Federal agency of any decisions not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.

(4) The Contractor agrees to include, within the specification of any United States patent application and any patent issuing thereon covering a subject invention, the following statement, "This invention was made with Government support under (identify the contract) awarded by (identify the Federal agency). The Government has certain rights in the invention."

(5) The Contractor shall provide the Contracting Officer the following:

(i) A listing every 12 months (or such longer period as the Contracting Officer may specify) from the date of the contract, of all subject inventions required to be disclosed during the period.

(ii) A final report prior to closeout of the contract listing all subject inventions or certifying that there were none.

(iii) Upon request, the filing date, serial number and title, a copy of the patent application, and patent number and issue date for any subject invention in any country in which the contractor has applied for patents.

(iv) An irrevocable power to inspect and make copies of the patent application file, by the Government, when a Federal Government employee is a coinventor.

(g) *Subcontracts.*

(1) The Contractor will include this clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental, or research work to be performed by a small business firm or domestic nonprofit organization. The subcontractor will

retain all rights provided for the Contractor in this clause, and the Contractor will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractor's subject inventions.

(2) The Contractor shall include the clause in the NASA FAR Supplement at 1852.227-70, New Technology, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental, research, design, or engineering work to be performed by other than a small business firm or nonprofit organization.

(3) In the case of subcontracts, at any tier, the agency, subcontractor, and the Contractor agree that the mutual obligations of the parties created by this clause constitute a contract between the subcontractor and the Federal agency with respect to the matters covered by the clause; *provided, however*, that nothing in this paragraph is intended to confer any jurisdiction under the Contract Disputes Act in connection with proceedings under paragraph (j) of this clause.

(h) *Reporting on utilization of subject inventions.* The Contractor agrees to submit, on request, periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the Contractor or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Contractor, and such other data and information as the agency may reasonably specify. The Contractor also agrees to provide additional reports as may be requested by the agency in connection with any march-in proceeding undertaken by the agency in accordance with paragraph (j) of this clause. As required by 35 U.S.C. 202(c)(5), the agency agrees it will not disclose such information to persons outside the Government without permission of the Contractor.

(i) *Preference for United States industry.* Notwithstanding any other provision of this clause, the Contractor agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the United States unless such person agrees that any product embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by the Federal agency upon a showing by the Contractor or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) *March-in rights.* The Contractor agrees that, with respect to any subject invention in which it has acquired title, the Federal agency has the right in accordance with the procedures in 37 CFR 401.6 and any supplemental regulations of the agency to require the Contractor, an assignee or exclusive licensee of a subject invention to grant a nonexclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the Contractor, assignee, or exclusive licensee refuses such a request the Federal agency has the right to grant such a license itself if the Federal agency determines that-

(1) Such action is necessary because the Contractor or assignee has not taken, or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;

(2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the Contractor, assignee, or their licensees;

(3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the Contractor, assignee, or licensees; or

(4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) *Special provisions for contracts with nonprofit organizations.* If the Contractor is a nonprofit organization, it agrees that-

(1) Rights to a subject invention in the United States may not be assigned without the approval of the Federal agency, except where such assignment is made to an organization which has as one of its primary functions the management of inventions; *provided*, that such assignee will be subject to the same provisions as the Contractor;

(2) The Contractor will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when the agency deems it appropriate) when the subject invention is assigned in accordance with 35 U.S.C. 202(e) and 37 CFR 401.10;

(3) The balance of any royalties or income earned by the Contractor with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions will be utilized for the support of scientific research or education; and

(4) It will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms, and that it will give a preference to a small business firm when licensing a subject invention if the Contractor determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; *provided*, that the Contractor is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the contractor. However, the Contractor agrees that the Secretary of Commerce may review the Contractor's licensing program and decisions regarding small business applicants, and the Contractor will negotiate changes to its licensing policies, procedures, or practices with the Secretary of Commerce when the Secretary's review discloses that the Contractor could take reasonable steps to more effectively implement the requirements of this paragraph (k)(4).

(End of clause)

I.14 RIGHTS IN DATA--GENERAL (FAR 52.227-14) (JUN 1987) (AS MODIFIED BY NFS 1852-227-14) ALTERNATE III (JUN 1987)

(a) Definitions. "Computer software," as used in this clause, means computer programs, computer databases, and documentation thereof. "Data," as used in this clause, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

"Form, fit, and function data," as used in this clause, means data relating to items, components, or processes that are sufficient to enable physical and functional interchangeability, as well as data identifying source, size, configuration, mating, and attachment characteristics, functional characteristics, and performance requirements; except that for computer software it means data identifying source, functional characteristics, and performance requirements but specifically excludes the source code, algorithm, process, formulae, and flow charts of the software.

"Limited rights," as used in this clause, means the rights of the Government in limited rights data as set forth in the Limited Rights Notice of subparagraph (g)(2) if included in this clause.

"Limited rights data," as used in this clause, means data (other than computer software) that embody trade secrets or are commercial or financial and confidential or privileged, to the extent that such data pertain to items, components, or processes developed at private expense, including minor modifications thereof.

"Restricted computer software," as used in this clause, means computer software developed at private expense and that is a trade secret; is commercial or financial and is confidential or privileged; or is published copyrighted computer software, including minor modifications of such computer software.

"Restricted rights," as used in this clause, means the rights of the Government in restricted computer software, as set forth in a Restricted Rights Notice of subparagraph (g)(3) if included in this clause, or as otherwise may be provided in a collateral agreement incorporated in and made part of this contract, including minor modifications of such computer software.

"Technical data," as used in this clause, means data (other than computer software), which are of a scientific or technical nature.

"Unlimited rights," as used in this clause, means the right of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.

(b) Allocation of rights. (1) Except as provided in paragraph (c) of this clause regarding copyright, the Government shall have unlimited rights in--

(i) Data first produced in the performance of this contract;

(ii) Form, fit, and function data delivered under this contract;

(iii) Data delivered under this contract (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation, or routine maintenance and repair of items, components, or processes delivered or furnished for use under this contract; and

(iv) All other data delivered under this contract unless provided otherwise for limited rights data or restricted computer software in accordance with paragraph (g) of this clause.

(2) The Contractor shall have the right to--

(i) Use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of this contract, unless provided otherwise in paragraph (d) of this clause;

(ii) Protect from unauthorized disclosure and use those data which are limited rights data or restricted computer software to the extent provided in paragraph (g) of this clause;

(iii) Substantiate use of, add or correct limited rights, restricted rights, or copyright notices and to take other appropriate action, in accordance with paragraphs (e) and (f) of this clause; and

(iv) Establish claim to copyright subsisting in data first produced in the performance of this contract to the extent provided in subparagraph (c)(1) of this clause.

(c) Copyright--(1) Data first produced in the performance of this contract. Unless provided otherwise in paragraph (d) of this clause, the Contractor may establish, without prior approval of the Contracting Officer, claim to copyright subsisting in scientific and technical articles based on or containing data first produced in the performance of this contract and published in academic, technical or professional journals, symposia proceedings or similar works. The prior, express written permission of the Contracting Officer is required to establish claim to copyright subsisting in all other data first produced in the performance of this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. For data other than computer software the Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive, irrevocable worldwide license in such copyrighted data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government. For computer software, the Contractor grants to the Government and others acting in its behalf, a paid-up nonexclusive, irrevocable worldwide license in such copyrighted computer software to reproduce, prepare derivative works, and perform publicly and display publicly by or on behalf of the Government.

(2) Data not first produced in the performance of this contract. The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and which contains the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in subparagraph (c)(1) of this clause; provided, however, that if such data are computer software the Government shall acquire a copyright license as set forth in subparagraph (g)(3) of this clause if included in this contract or as otherwise may be provided in a collateral agreement incorporated in or made part of this contract.

(3) Removal of copyright notices. The Government agrees not to remove any copyright notices placed on data pursuant to this paragraph (c), and to include such notices on all reproductions of the data.

(d) Release, publication and use of data. (1) The Contractor shall have the right to use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of this contract, except to the extent such data may be subject to the Federal export control or national security laws or regulations, or unless otherwise provided in this paragraph of this clause or expressly set forth in this contract.

(2) The Contractor agrees that to the extent it receives or is given access to data necessary for the performance of this contract, which contain restrictive markings, the Contractor shall treat the data in accordance with such markings unless otherwise specifically authorized in writing by the Contracting Officer.

(3) (i) The Contractor agrees not to establish claim to copyright, publish or release to others any computer software first produced in the performance of this contract without the Contracting Officer's prior written permission.

(ii) If the Government desires to obtain copyright in computer software first produced in the performance of this contract and permission has not been granted as set forth in paragraph

(d)(3)(i) of this clause, the Contracting Officer may direct the contractor to assert, or authorize the assertion of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(iii) Whenever the word "establish" is used in this clause, with reference to a claim to copyright, it shall be construed to mean "assert".

(e) Unauthorized marking of data. (1) Notwithstanding any other provisions of this contract concerning inspection or acceptance, if any data delivered under this contract are marked with the notices specified in subparagraph (g)(2) or (g)(3) of this clause and use of such is not authorized by this clause, or if such data bears any other restrictive or limiting markings not authorized by this contract, the Contracting Officer may at any time either return the data to the Contractor, or cancel or ignore the markings. However, the following procedures shall apply prior to canceling or ignoring the markings.

(i) The Contracting Officer shall make written inquiry to the Contractor affording the Contractor 30 days from receipt of the inquiry to provide written justification to substantiate the propriety of the markings;

(ii) If the Contractor fails to respond or fails to provide written justification to substantiate the propriety of the markings within the 30-day period (or a longer time not exceeding 90 days approved in writing by the Contracting Officer for good cause shown), the Government shall have the right to cancel or ignore the markings at any time after said period and the data will no longer be made subject to any disclosure prohibitions.

(iii) If the Contractor provides written justification to substantiate the propriety of the markings within the period set in subdivision (e)(1)(i) of this clause, the Contracting Officer shall consider such written justification and determine whether or not the markings are to be cancelled or ignored. If the Contracting Officer determines that the markings are authorized, the Contractor shall be so notified in writing. If the Contracting Officer determines, with concurrence of the head of the contracting activity, that the markings are not authorized, the Contracting Officer shall furnish the Contractor a written determination, which determination shall become the final agency decision regarding the appropriateness of the markings unless the Contractor files suit in a court of competent jurisdiction within 90 days of receipt of the Contracting Officer's decision. The Government shall continue to abide by the markings under this subdivision (e)(1)(iii) until final resolution of the matter either by the Contracting Officer's determination becoming final (in which instance the Government shall thereafter have the right to cancel or ignore the markings at any time and the data will no longer be made subject to any disclosure prohibitions), or by final disposition of the matter by court decision if suit is filed.

(2) The time limits in the procedures set forth in subparagraph (e)(1) of this clause may be modified in accordance with agency regulations implementing the Freedom of Information Act (5 U.S.C. 552) if necessary to respond to a request thereunder.

(3) This paragraph (e) does not apply if this contract is for a major system or for support of a major system by a civilian agency other than NASA and the U.S. Coast Guard agency subject to the provisions of Title III of the Federal Property and Administrative Services Act of 1949.

(4) Except to the extent the Government's action occurs as the result of final disposition of the matter by a court of competent jurisdiction, the Contractor is not precluded by this paragraph (e) from bringing a claim under the Contract Disputes Act, including pursuant to the Disputes clause

of this contract, as applicable, that may arise as the result of the Government removing or ignoring authorized markings on data delivered under this contract.

(f) Omitted or incorrect markings. (1) Data delivered to the Government without either the limited rights or restricted rights notice as authorized by paragraph (g) of this clause, or the copyright notice required by paragraph (c) of this clause, shall be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use, or reproduction of such data. However, to the extent the data has not been disclosed without restriction outside the Government, the Contractor may request, within 6 months (or a longer time approved by the Contracting Officer for good cause shown) after delivery of such data, permission to have notices placed on qualifying data at the Contractor's expense, and the Contracting Officer may agree to do so if the Contractor--

(i) Identifies the data to which the omitted notice is to be applied;

(ii) Demonstrates that the omission of the notice was inadvertent;

(iii) Establishes that the use of the proposed notice is authorized; and

(iv) Acknowledges that the Government has no liability with respect to the disclosure, use, or reproduction of any such data made prior to the addition of the notice or resulting from the omission of the notice.

(2) The Contracting Officer may also (i) permit correction at the Contractor's expense of incorrect notices if the Contractor identifies the data on which correction of the notice is to be made, and demonstrates that the correct notice is authorized, or (ii) correct any incorrect notices.

(g) Protection of limited rights data and restricted computer software. (1) When data other than that listed in subdivisions (b)(1)(i), (ii), and (iii) of this clause are specified to be delivered under this contract and qualify as either limited rights data or restricted computer software, if the Contractor desires to continue protection of such data, the Contractor shall withhold such data and not furnish them to the Government under this contract. As a condition to this withholding, the Contractor shall identify the data being withheld and furnish form, fit, and function data in lieu thereof. Limited rights data that are formatted as a computer database for delivery to the Government are to be treated as limited rights data and not restricted computer software.

(2)--(3) [Reserved]

(h) Subcontracting. The Contractor has the responsibility to obtain from its subcontractors all data and rights therein necessary to fulfill the Contractor's obligations to the Government under this contract. If a subcontractor refuses to accept terms affording the Government such rights, the Contractor shall promptly bring such refusal to the attention of the Contracting Officer and not proceed with subcontract award without further authorization.

(i) Relationship to patents. Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government.

(End of clause)

Alternate III (June 1987)

(g)(3)(i) Notwithstanding paragraph (g)(1) of this clause, the contract may identify and specify the delivery of restricted computer software, or the Contracting Officer may require by written request the delivery of restricted computer software that has been withheld or would otherwise be withholdable. If delivery of such computer software is so required, the Contractor may affix the following "Restricted Rights Notice" to the computer software and the Government will thereafter treat the computer software, subject to paragraphs (e) and (f) of this clause, in accordance with the Notice:

Restricted Rights Notice (June 1987)

(a) This computer software is submitted with restricted rights under Government Contract No. NNJ04JA52C (and subcontract _____, if appropriate). It may not be used, reproduced, or disclosed by the Government except as provided in paragraph (b) of this Notice or as otherwise expressly stated in the contract.

(b) This computer software may be-

(1) Used or copied for use in or with the computer or computers for which it was acquired, including use at any Government installation to which such computer or computers may be transferred;

(2) Used or copied for use in a backup computer if any computer for which it was acquired is inoperative;

(3) Reproduced for safekeeping (archives) or backup purposes;

(4) Modified, adapted, or combined with other computer software, *provided* that the modified, combined, or adapted portions of the derivative software incorporating restricted computer software are made subject to the same restricted rights;

(5) Disclosed to and reproduced for use by support service Contractors in accordance with paragraphs (b)(1) through (4) of this clause, provided the Government makes such disclosure or reproduction subject to these restricted rights; and

(6) Used or copied for use in or transferred to a replacement computer.

(c) Notwithstanding the foregoing, if this computer software is published copyrighted computer software, it is licensed to the Government, without disclosure prohibitions, with the minimum rights set forth in paragraph (b) of this clause.

(d) Any other rights or limitations regarding the use, duplication, or disclosure of this computer software are to be expressly stated in, or incorporated in, the contract.

(e) This Notice shall be marked on any reproduction of this computer software, in whole or in part.

(End of notice)

I.15 RIGHTS IN DATA – SPECIAL WORKS (FAR 52.227-17)(JUN 87) (AS MODIFIED BY NFS 1852.227-17)

(a) Definitions.

"Data," as used in this clause, means recorded information regardless of form or the medium on which it may be recorded. The term includes technical data and computer software. The term

does not include information incidental to contract administration, such as financial, administrative, cost or pricing or management information.

"Unlimited rights," as used in this clause, means the right of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose whatsoever, and to have or permit others to do so.

(b) Allocation of Rights.

(1) The Government shall have-

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause for copyright.

(ii) The right to limit exercise of claim to copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in such data, in accordance with paragraph (c)(1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with paragraph (c)(1) of this clause, the right to establish claim to copyright subsisting in data first produced in the performance of this contract.

(c) Copyright-

(1) Data first produced in the performance of this contract.

(i) The Contractor agrees not to assert, establish, or authorize others to assert or establish, any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When claim to copyright is made, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to such data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up nonexclusive, irrevocable, worldwide license for all such data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government.

(ii) If the Government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in subdivision (c)(1)(i) of this clause, the Contracting Officer may direct the Contractor to establish, or authorize the establishment of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(2) Data not first produced in the performance of this contract. The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and which contain the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in paragraph (c)(1) of this clause.

(d) Release and use restrictions. Except as otherwise specifically provided for in this contract, the Contractor shall not use for purposes other than the performance of this contract, nor shall the Contractor release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer.

(e) Indemnity. The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability, including costs and expenses, incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity,

arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contained in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense thereof, and obtains the Contractor's consent to the settlement of any suit or claim other than as required by final decree of a court of competent jurisdiction; nor do these provisions apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

(f) Whenever the words "establish" and "establishment" are used in this clause, with reference to a claim to copyright, they shall be construed to mean "assert" and "assertion", respectively.

(End of clause)

I.16 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (FAR 52.251-2)(JAN 1991)

The Contracting Officer may issue the Contractor an authorization to obtain interagency fleet management system (IFMS) vehicles and related services for use in the performance of this contract. The use, service, and maintenance of interagency fleet management system vehicles and the use of related services by the Contractor shall be in accordance with 41 CFR 101-39 and 41 CFR 101-38.301-1.

(End of clause)

I.17 OMBUDSMAN (NFS 1852.215-84)(OCT 2003) (ALTERNATE 1)(JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman:

Randy K. Gish
Lyndon B. Johnson Space Center
Mail Code: AC
2101 NASA Parkway
Houston, TX 77058
Phone: 281-483-0490, Fax: 281-483-2200
Email: randy.k.gish@nasa.gov

Concerns, issues, disagreements, and recommendations, which cannot be resolved at the installation, may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

I.18 SECURITY CLASSIFICATION REQUIREMENTS (NFS 1852.204-75) (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of Secret. See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Attachment J-15

(End of clause)

[End of Section]

SECTION J

LIST OF ATTACHMENTS

- J-1 Award Fee Evaluation Plan
- J-2 JSC Data Requirements List (DRL)
- J-3 JSC Data Requirements Description (DRD)
- J-4 JIMMS Acronym List and Definitions
- J-5 Installation Accountable Government Property
- J-6 JIMMS Technical Library
- J-7 U.S. Department of Labor Wage Determination
- J-8 Safety and Health Plan
- J-9 Performance Standards
- J-10 JIMMS System Table: Instructions
- J-11 JIMMS Software Tables
- J-12 JIMMS Contract Labor Categories
- J-13 Contractor Accountable Government Property - Contractor
- J-14 Contractor Accountable Government Property - Government
- J-15 Security Classification Requirements
- J-16 JIMMS Hazardous Materials List
- J-17 JIMMS Phase-in Plan

ATTACHMENT J-1

AWARD FEE EVALUATION PLAN

I. INTRODUCTION

In accordance with the provisions of the Federal Acquisition Regulation (FAR), and the NASA FAR Supplement and JSC policies, an Award Fee Evaluation Plan is established for evaluation of Contractor performance and determination of Award Fees to be earned and payable under this contract. The Award Fee evaluation process is composed of Objective and Subjective assessments by the Government.

The Contractor's performance will be evaluated by the Government, in accordance with the procedures set forth below, at the expiration of each period specified in Appendix III; Award Fee Available Evaluation Periods. The evaluations to be performed by the Government will be based on the Government's assessment of the Contractor's accomplishment of the various areas of work covered by the Statement of Work and authorized Task Orders, in accordance with the factors, weightings, procedures, and other provisions set forth below.

Award Fee Provisions

Award Fee provisions have been established to motivate the Contractor to strive for excellence in technical, managerial, safety, and cost performance. For each period, the Contractor can earn Award Fee from a minimum of zero dollars to the maximum available Award Fee shown in Appendix III. Changes to these Award Fee provisions will be via a bilateral modification, except for evaluation criteria and weightings that are established unilaterally by the Government. The Contractor will be informed of any changes to the evaluation criteria or the weightings prior to the affected Award Fee period.

Each Award Fee evaluation rating is considered to be discrete and final. Unearned Award Fee in a given period is lost and cannot be reassessed or moved into subsequent fee evaluation periods for consideration. An overall performance evaluation and Award Fee determination of zero may be made for any evaluation period when there is a major breach of safety or security as defined in NFS 1852.223-75, Major Breach of Safety or Security.

The Government shall pay fee to the Contractor in accordance with the Section G clause G.7 entitled, "AWARD FEE FOR SERVICE CONTRACTS."

General Provisions: Evaluations will be based upon the Contractor's safety, technical, and management performance measured against mutually agreed to objective performance criteria specified in the published plan for each performance period.

Evaluations will also be based upon subjective assessments of the Contractor's performance against Associate Contractor Agreement effectiveness, customer satisfaction, and specific Areas of Emphasis (AOE) published for each performance period.

Cost performance will be evaluated based on the Contractor's ability to control, adjust, and accurately estimate contract costs (based on estimated costs of authorized task orders) for each Award Fee evaluation period.

In order to earn any Award Fee, the Contractor must receive a total numerical rating higher than 60. Appendix 1, Numerical Ranges and Adjective Definitions, provides the performance level definition adjective ratings and corresponding numerical scores that will be used in evaluating performance. The numerical grade ranges corresponding to the adjective ratings and their conversion to percent of available Award Fee earned is set forth in Appendix III.

The following rules apply for Cost Control:

- If the Contractor's average score for all other evaluation factors is 81 or greater (very good or excellent) and a cost underrun is achieved, the Contractor can receive up to the maximum score for cost control, depending on the size of the underrun.
- If the average numerical score for all other factors is 80 or less but at least 61 (good or satisfactory) and an underrun is achieved, a Contractor will only be rewarded for the cost underrun as if the Contractor had met the estimated contract costs.
- If the average score for the non-cost factors is less than 61, the Contractor will receive a score of zero for cost control.

II. ORGANIZATIONAL STRUCTURE

Performance Evaluation Board Integration Team (PEB-IT)

The PEB-IT will be composed of selected NASA technical and administrative personnel and headed by the Contracting Officer's Technical Representative (COTR). The COTR will be the focal point for the accumulation and development of Award Fee evaluation reports, reviews, and presentations, as well as discussions with Contractor management on Award Fee matters. The PEB-IT will evaluate the Contractor's performance as related to the factors listed in paragraph III below.

The PEB-IT will prepare a 6-month evaluation report for review by the PEB for each evaluation period. This report will include a recommendation to the PEB as to the adjective rating and numerical score to be assigned for the Contractor's performance for the period evaluated.

Performance Evaluation Board (PEB)

The PEB will be appointed by the Fee Determination Official (FDO). A PEB, comprised of selected technical and administrative personnel of NASA, will assess the Contractor's performance after each evaluation period to determine whether, and to what extent, the Contractor's performance during the evaluation period is deserving of the payment of Award Fee. The Board, at the end of each evaluation period, may approve or refine the PEB-IT report. The PEB-IT will prepare a summary of the evaluations for review by the FDO. This summary will include the PEB's recommendation to the FDO as to the adjective rating and numerical score to be assigned for the Contractor's performance in the preceding evaluation period.

Fee Determination Official (FDO)

The FDO, a senior NASA official, after considering available pertinent information and recommendations, will make a performance determination for each period in accordance with the provisions of this Award Fee Plan and the Section G.5 clause entitled, AWARD FEE FOR SERVICE CONTRACTS."

III. EVALUATION PROCEDURES

Award Fee Periods

Each Award Fee period shall be 6 months in length. A Surveillance status meeting will be held monthly with Contractor management personnel to discuss Contractor performance. No later than 15 days prior to the start of the Award Fee evaluation period, the evaluation criteria (Section J-9, Performance Standards) may be modified unilaterally by the Government following Contractor notification. The COTR or the Contracting Officer may communicate Contractor performance levels at other times during the evaluation period, as well. The purpose of these communications is to discuss any specific areas where the Contractor has excelled and areas where future improvement is necessary.

No later than 30 days prior to the start of each Award Fee evaluation period, the Contractor may submit to the Contracting Officer recommended objective performance metrics, weightings, and Areas of Emphasis (AOEs) for consideration by the Government to be used for the ensuing evaluation period.

Objective performance metrics and AOEs may be established for each evaluation period by the Government and communicated to the Contractor at least 15 calendar days prior to the start of each evaluation period. The Government may unilaterally change the weightings of the criteria from period to period. However, cost control will not fall below 25 percent.

Contractor Self Evaluation and Submissions

The Contractor shall furnish a self-evaluation for each evaluation period. The Contracting Officer must receive the self-evaluation no later than 30 days prior to the end of the period.

The Contractor will be furnished a copy of the PEB's findings, conclusions, and fee recommendation after the FDO determination is made. The Contractor will be afforded the opportunity to submit for consideration of the FDO: (a) proposed evaluations or conclusions, or (b) exceptions to the evaluations, conclusions, or fee recommendations of the PEB, and (c) supporting reasons for such exceptions or proposed evaluations or conclusions. The Contractor's submissions must be made in writing and must be submitted through the Contracting Officer to the FDO within 5 working days from the date of the Contractor's receipt of the PEB findings and fee recommendations.

In the event the FDO has not received a submission from the Contractor, the performance determination will not be considered final until expiration of the 5-working day period prescribed above for Contractor submissions unless the Contractor has affirmatively indicated, in writing, that no Contractor submission will be made.

The Contractor shall submit to the Contracting Officer a Corrective Action Plan (CAP) for any weaknesses as identified by the Government as part of the evaluation. The CAP shall be submitted within 30 working days after the final performance determination for each evaluation period. Corrective Actions will be closed by concurrence from the Contracting Officer and the COTR.

IV. EVALUATION CRITERIA AND WEIGHTINGS

| CONTRACT EVALUATION CRITERIA | |
|-------------------------------------|-------------------|
| I. TECHNICAL | Weightings |
| a. Management | 75% |
| b. Technical | |
| - Quality | |
| - Timeliness | |
| - Customer Satisfaction | |
| c. Safety | |
| III. COST CONTROL | 25% |

APPENDICES:

Appendix I, Numerical Ranges and Adjective Definitions, sets forth the adjective ratings, definitions, and associated numerical ranges to be used to define the various levels of performance under the contract.

Appendix II, Score Conversion Chart

Appendix III, Award Fee Available Evaluation Periods

Appendix I**Numerical Ranges and Adjective Definitions**

| ADJECTIVE RATING | RANGE OF WEIGHTINGS | DESCRIPTION |
|---------------------|---------------------|--|
| Excellent | 100 - 91 | Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance. |
| Very Good | 90 - 81 | Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies. |
| Good | 80 - 71 | Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance. |
| Satisfactory | 70 - 61 | Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance. |
| Poor/Unsatisfactory | 60 - 0 | Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas, which adversely affect overall performance. |

Appendix II**SCORE CONVERSION CHART**

| AWARD FEE SCORE | ADJECTIVE RATING | PERCENTAGE OF AVAILABLE FEE |
|----------------------------|-----------------------------|--|
| 100 | EXCELLENT | 100% |
| 99 | | 99.0 |
| 98 | | 98.0 |
| 97 | | 97.0 |
| 96 | | 96.0 |
| 95 | | 95.0 |
| 94 | | 94.0 |
| 93 | | 93.0 |
| 92 | | 92.0 |
| 91 | | 91.0 |
| 90 | VERY GOOD | 90.0 |
| 89 | | 89.0 |
| 88 | | 88.0 |
| 87 | | 87.0 |
| 86 | | 86.0 |
| 85 | | 85.0 |
| 84 | | 84.0 |
| 83 | | 83.0 |
| 82 | | 82.0 |
| 81 | | 81.0 |
| 80 | GOOD | 80.0 |
| 79 | | 79.0 |
| 78 | | 78.0 |
| 77 | | 77.0 |
| 76 | | 76.0 |
| 75 | | 75.0 |
| 74 | | 74.0 |
| 73 | | 73.0 |
| 72 | | 72.0 |
| 71 | | 71.0 |
| 70 | SATISFACTORY | 70.0 |
| 69 | | 69.0 |
| 68 | | 68.0 |
| 67 | | 67.0 |
| 66 | | 66.0 |
| 65 | | 65.0 |
| 64 | | 64.0 |
| 63 | | 63.0 |
| 62 | | 62.0 |
| 61 | | 61.0 |
| 60 and below | | 0.0 |

APPENDIX III

**AWARD FEE AVAILABLE
EVALUATION PERIODS**

| AF | PERIOD | AVAILABLE AWARD FEE | AWARD FEE SCORE | TOTAL ACTUAL FEE EARNED |
|----|-------------------|------------------------|-----------------------|-------------------------------|
| 1 | 9-1-04 to 2-28-05 | \$ 622,622.29 | 97 | \$ 603,943.62 |
| 2 | 3-1-05 to 8-31-05 | \$ 662,238.82 | 98 | \$648,994.04 |
| 3 | 9-1-05 to 2-28-06 | \$ 627,113.44 | 98 | \$614,571.17 |
| 4 | 3-1-06 to 8-31-06 | \$644,824.25 | 95 | \$612,583.04 |
| 5 | 9-1-06 to 2-28-07 | \$654,927.14 | | |
| 6 | 3-1-07 to 8-31-07 | \$678,009.90 | | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| | | | |
|--|---------------------------------------|--|--|
| 1. DRD Title Management Plan | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 01 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) <small>The Contractor shall provide plans to coordinate and execute all technical and administrative tasks for all JIMMS management activities required to satisfy the requirements of this contract.</small> | | 5. DRD Category: (check one) <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div><input type="checkbox"/> Technical</div> <div><input checked="" type="checkbox"/> Administrative</div> <div><input type="checkbox"/> SR&QA</div> </div> | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) DRD 02 Project Plan | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

A. The Management Plan shall include the plans for coordination and execution of all contract technical and administrative tasks, including resources management, contract administration, logistics and property management, documentation management, and acquisition management. Management Plan shall be updated to reflect significant changes that occur after its initial public. The Management Plan shall be an umbrella document, which encompasses and integrates all JI management activities. As a minimum, the Management Plan shall cover:

- The significant policies and plans of all aspects of the JIMMS contract.
- Definition of the Contractor's organization (prime and subcontractors), including organization charts, with emphasis on roles and responsibilities of organizational elements.
- Levels of approvals.
- Flow of authority.
- External interfaces with the Government and other contractors.
- Functional relationships between internal organizational elements that differ from the flow -of-line authority.
- The relationship between and integration of contract DRDs to the overall management of the contract.

B. The Configuration Management Plan shall prescribe the process to be implemented for control of engineering (design) configuration and operational configuration. The Configuration Management Plan will

- Define how configuration control will be recorded and documented
- Identify the specific part of the organization responsible for maintaining the configuration control records
- Identify the documentation and data systems required to provide configuration control for both hardware and software
- Identify the specific equipment, systems, and operational interfaces which are subject to configuration control
- Describe the procedures to be used to coordinate, define, test, monitor, and control all technical and operational interfaces
- Identify individuals responsible for writing and for approving configuration control procedures, and
- Define how NASA will be involved with final decisions in the change process.

C. CONFIGURATION INFORMATION SYSTEMS

This database driven, web-based reporting tool shall contain information and status on all equipment and software, which are maintained by or operated by the contractor. The inventory of these items is shown in

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Tables, DRD 27. The information fields required for each category of equipment or software in the system shall include information on the category's description, location, user, manufacturer, external connections to other systems, maintenance support, and other fields normally contained in a configuration management system.

D. BASELINE CONFIGURATIONS

Baseline configuration descriptions and drawings shall be provided and maintained for all systems. These configuration descriptions and drawings shall be updated to reflect the results of approved changes to the configurations. These documents shall be numbered such that it is possible to determine the historical evolution of baseline configurations to the current configurations. Changes from the previous version of the documents shall be clearly noted. For drawings, the information shall be provided to reflect the connectivity represented by network drawings

E. CHANGE AUTHORIZATION DOCUMENT REPORTS

Summary reports of all the documents that authorize changes to be made to the JIMMS systems shall be provided. These reports shall contain CO or COTR approved Service Requests, Change Requests, and the Contractor's internal documentation.

F. CHANGE TRACE

Trace documentation of all changes between the original baselined systems, and the current configuration shall be maintained for JIMMS data systems.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| | | | |
|---|--|--|--|
| 1. DRD Title Project Plans | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 02 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) The Contractor shall prepare project plans for coordination and execution of all development and sustaining engineering activities performed under the JIMMS contract. Within two weeks of assignment of a design or a system project by NASA, the Contractor shall submit a project plan, which shall be used to ensure requirements are adequately communicated, the proposed design satisfies user operational and performance requirements, proposed project costs are within budgetary constraints, and the completion schedule is reasonable. Once baselined by the appropriate Configuration Management (CM) authority, and approved by the CO, the Contractor is authorized to proceed with implementation of the project. Any subsequent revisions to the project must be similarly baselined and approved. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) DRD-19 Lessons Learned Documentation DRD-16 -ITS Security Plans and Reports DRD-01 Management Plan | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

For development projects performed under this contract, the Contractor shall provide the following items as directed by the Government:

- Project Plan – see below
- Developed or configured and tested system, ready for use.
- Additional documentation:
 - Requirements Document - defines functional and performance requirements for the system.
 - Design Document and Drawings – defines the design rationale, approach, and system cost elements. Includes diagrams depicting system elements, process and logic flows, and platform and networking architecture. Also includes sustaining engineering and integration requirements.
 - User Documentation (e.g., Quick Reference Guide, Users Guide, Administrators Guide)
 - Operations Plan – defines operational requirements for supporting the deployed system.
 - Deployment Plan – defines the approach and procedures for deploying the system into production.
 - Security Plan – Must conform to JPG 2810.1 standard format for security plans (DRD-16).
 - Verification of compliance with the American Disabilities Act Section 508.
 - Profile for Out Year Sustaining Engineering Costs – defines operations, sustaining engineering, obsolescence planning, and consumables costs for the 5 year period beginning at the time of deployment.
 - Test Plan – defines the testing methodology and test scenarios used to verify that the system functions as required. Test scenarios shall be correlated to each system requirement by requirement number.
 - Customer Acceptance Testing Results - documents the results of testing performed by system customers, including their concurrence that the system is ready for deployment.
 - Requirements Traceability Matrix – defines how each requirement is addressed.

The Contractor shall prepare the Project Plan using the following outline. If after initial delivery of the plan, the Government issues a change in the requirements, the Contractor shall revise the Project Plan to reflect those changes and resubmit it to the CO.

PROJECT PLAN

1.0 SCOPE

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

This is a short narrative paragraph stating the purpose and scope of the project. It states why the project is needed, which organization requested it, and who the equipment users are. Usually, this information can be taken directly from the service request.

2.0 INTRODUCTION

This section shall restate the operational and performance requirements contained in the service request. However, if the service request contains only general requirements, the Contractor shall expand those requirements to comprehensively identify the total requirement. Environmental considerations and requirements should also be identified here if needed for special processing and operations.

3.0 APPROACH

This section shall contain a description of the technical approach that will be used to accomplish the project. Technical resources such as software, hardware, and key technical personnel shall be included. The testing and deployment tools and methodologies to be employed shall also be described.

4.0 PROPOSED SYSTEM DESIGN

This section shall contain a narrative description and functional block diagram of the Contractor's proposed design that will satisfy the operational requirements. If the (system) design contains brand name equipment, then the Contractor shall include rationale stating why the specific brand name equipment is required.

5.0 PROPOSED SYSTEM DESIGN VERIFICATION

In this section, the Contractor shall propose methods of verifying the completed design. Methods can include analyses, tests, or a combination of tests. This section shall include results and data which shall be submitted in the final report to verify the system design. For routine tasks and projects, the Contractor may propose using generic or existing test procedures.

APPENDIX 1: PROJECT COSTS

Project costs shall include the following: 1) direct labor personnel-hours and dollar costs for engineering, technician support, drafting, and other direct labor; 2) indirect labor hours and dollar costs; 3) material costs; and 4) equipment costs. All dollar costs shall be stated as probable total costs to the Government and shall include G&A, indirect costs, and maximum performance award fee.

APPENDIX 2: PROJECT SCHEDULE

The Project schedule shall include the following milestones referenced to the date of approval of the project plan: 1) submission of initial design drawings, 2) submission of acceptance test procedures, 3) completion of system testing, 4) day system becomes operational, and 5) submission of final report.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|---------------------------------------|---|--|
| 31. DRD Title Information Technology (IT) Capital Planning and Investment Control (CPIC) | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 03 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |

8. Preparation Information (Include complete instructions for document preparation)

The contractor's IT CPIC processes, which includes IT Program Operating Plan (POP), IT Capital Plans, and IT Standards, document the contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements.

1.1 IT CPIC Requirements:

- a. The contractor shall comply with the IT CPIC requirements as documented in the memo AI-02-069, subject: "JSC Information Technology (IT) Planning Process", the IT POP, as well as all updates and/or replacements to those documents. The current documents can be viewed on the JSC CIO and CFO web sites.
- b. Processes- The contractor shall establish and document processes for complying with the requirements in "a." above. The contractor's IT CPIC processes shall be presented to the Director/IRD for approval.
- c. Submission Frequency: Generally, the IT CPIC process is submitted once and subsequent submittals shall be required only if there are significant changes in the process or if required by the Director/IRD. IT POP and Capital Plans are submitted annually. The contractor shall provide their data necessary for IRD's IT POP (as published on the JSC CFO Web site) and Capital Plans. The contractor shall be prepared to interface and coordinate with IRD to collect the necessary information for the multi-year IT POP plans. IT Standards are submitted once with updates if there are significant changes, new standards, or if required by the Director/IRD.
- d. Contractor Standards
The contractor should evaluate and select, whenever feasible, a JSC IT Standard that will meet their requirements. Requirements that cannot be met sufficiently by a JSC or organizational standard, should submit an IT Standard per the approved process.

The contractor standards will be submitted for Director/IRD approval and when approved they will reside on the JSC CIO server and will be under JSC CIO configuration management. Any changes to the approved contractor standards must be accompanied by JSC form 1209, which identifies the standard to change, an updated table with the change, and the reason for the change.

Current IT Standards are documented on the JSC CIO web site.

- e. Compliance With Section 508 of the Rehabilitation Act
The contractor must also abide by all Section 508 requirements prior to the purchase of IT. On June 21, 2001, NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility" was published. This PIC provides the Section 508 related requirements JSC must meet when procuring Electronic and Information Technology (EIT). Specifically, enclosures are included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508. A summary of how the PIC applies at JSC is as follows:

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

The requestor of items and services procured using a NASA Purchase Request (PR) must comply with the PIC.

The requestor of items and services procured using an IDIQ contract with delivery orders initiated after June 25, 2001, must comply with the PIC.

The requestor of items and services procured using an IDIQ contract with delivery orders initiated before June 25, 2001, are exempt.

The requestor of items and services procured using a contract other than an IDIQ contract that was awarded after June 25, 2001, must comply with the PIC.

The requestor of items and services procured using a contract other than an IDIQ contract awarded before June 25 are exempt.

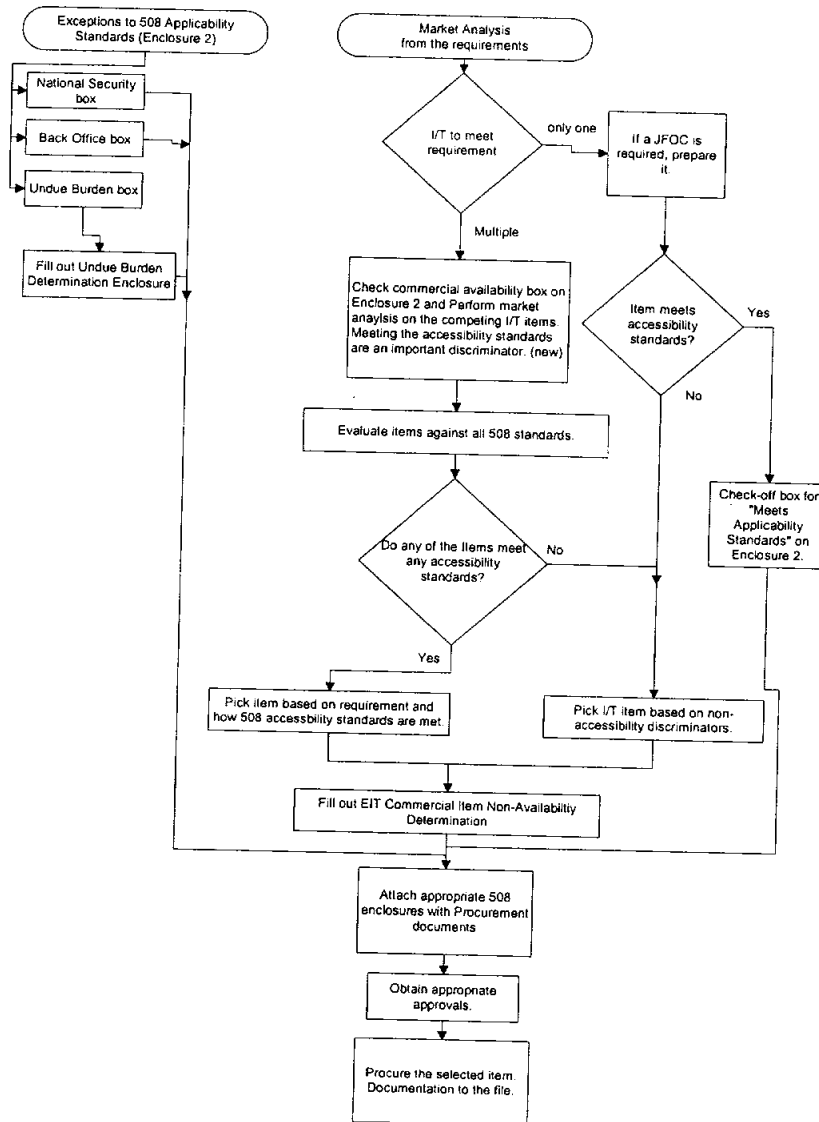
All EIT acquisitions must be assessed for how they meet all the 508 Accessibility Standards. The flowchart below shows the process depending on the selection on the PIC's Enclosure 2, "EIT Market Research Template."

The NASA CIO Office has provided one exception to this. Internal components such as RAM, hard drives, and specialized Analog to Digital cards are not subject to Section 508. As a result of this communication, the Section 508 supporting documentation is not required for this specific class of procurement.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Flowchart for Evaluation Against Section 508



JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

At the very least, all acquisitions must be accompanied with PIC Enclosure 2, "EIT Market Research Template."
PIC Enclosure 2 has 3 major check boxes:

Meets the applicability standards,

Commercial supply or service that may or not meet any or all the applicability standards, and

Exemptions from 508 compliance due to:

- a. National Security,
- b. IT residing in back office frequented only by maintenance personnel, and
- c. Undue Burden.

Check box 2 requires an additional enclosure, "EIT Commercial Item Non-Availability Determination" to be completed. This enclosure documents all the IT that meets the requirements and how they meet the various Accessibility Standards.

The undue burden check box requires the enclosure, "EIT Undue Burden Exception Determination." Any acquisitions that select Undue Burden must attain the concurrence of the Contracting and Center Legal Officers and the approval of the JSC CIO.

Guidelines for all the above enclosures can be found in the PIC.

8.5 Reference Documents:

- 1) For current IT CPIC planning requirements, the contractor must refer to the JSC CIO and CFO web sites. These requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements.
- 2) JSC memorandum AI-02-069 dated October 23, 2002, subject: JSC Information Technology (IT) Planning Process
- 3) OMB Circulars A-130 and A-11.
- 4) Executive Order 12845, Energy-efficient Microcomputers
- 5) IT Management Reform Act of 1996 (the "Clinger-Cohen Bill")

8.7 Maintenance: Changes shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| | | | |
|--|---|---|--|
| 1. DRD Title Metric Performance Plan/Reports | 2. Date of current version 8/04/2003 | 3. DRL Line Item No. 04 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) The Contractor shall provide a technical performance plan against which actual metrics will be compared. | | 5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (<i>Optional</i>) | | 7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) | |
| 8. Preparation Information (<i>Include complete instructions for document preparation</i>) | | | |

1) **METRIC COLLECTION**

A. **METRICS:** The Contractor shall calculate and report service delivery, productivity, and problem identification/resolution for each functional area on a monthly basis. The monthly reports shall be available to the government within 2 weeks following monthly closeout. The Contractor shall use the same information to create and report quarterly and annual roll-ups. These metrics shall include:

- Date of request (CR, DR, or SR)
- Original date of requested service completion
- Date of actual service completion
- Name of service requester and organization
- Amount of re-works and hours spent performing re-work
- Number of requests outstanding (amount of backlog)
- Problem identification, time identified, time closed, problem resolution, orgs of all who were affected

B. **DAILY METRICS SUPPORT:** The Contractor shall provide a web-accessible reporting system that provides current and historical performance and cost information by WBS element. Online read access to the detailed information shall be provided for a number of individuals identified by the CO. These individuals shall be able to request online reports, formatted from the available parameters and downloadable in Excel format. Required elements shall include:

- Job #
- Job Title
- Organization Code
- Product Type
- Number of Units
- Customer Name
- Requested Due Date
- Renegotiated Due Date (If Applicable)
- Completion Date
- Rework Y/N
- Rework Time
- WBS Element
- Fully Loaded Cost
- Average Days to Complete Work Order by WBS Element
- Percent of Rework Work Orders by WBS Element
- Complete Products Orders by Directorate, Division or Branch
- Complete Work Orders by Directorate, Division or Branch
- WBS Element Fully Loaded Cost by Directorate, Division, or Branch
- Fully Loaded Cost Drill-Down by WBS by Directorate, Division and Branch
- Percent of On-Time Products Delivered by WBS element by Directorate, Division or Branch
- Percent of Products with Renegotiated Delivery Dates by WBS element by Directorate, Division or Branch

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

- 2) ***METRIC TECHNICAL PERFORMANCE AND STATUS REPORT:*** The Metric Technical Performance and Status Report shall document the actual results against the required results, at of the end-of-the previous month, as defined above. Reports shall include cumulative trend data showing metric results for each past reporting period. Status reports shall include reports on progress and problems encountered in meeting the quality and timeliness metrics in the SOW.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

| | | | |
|--|----------------------------|---|--|
| 1. DRD Title | 2. Date of current version | 3. DRL Line Item No. | RFP/Contract No. |
| DRD-05 Resource Management Plan | 4/28/04 | 5 | 03JCS002 |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) | | | 5. Category (Check one) |
| Contract DRD for NF533 Reporting | | | <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) | |
| SOW Reference: 3.0 | | DRD-6 Resource Management Supplemental Report | |
| 8. Preparation information (Include complete instructions for document preparation). | | | |

Scope:

The NASA Form 533 (NF533) reports provide data necessary for the following:

1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.
2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2D entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow:

Cost Elements

Definitions

Labor

Reported to NASA as hours are incurred.

Equipment &

Generally reported to NASA when received and accepted by

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| | |
|---|--|
| <i>Materials (commercial off the shelf)</i> | the contractor. |
| <i>Manufactured Equipment</i> | Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount. |
| <i>Leases</i> | Reported to NASA using a proration over the life of the lease. |
| <i>Travel</i> | Reported to NASA as costs are incurred. |
| <i>Subcontracts</i> | Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub- contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance). |
| <i>Unfilled Orders</i> | Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors. |
| <i>Fee</i> | Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Award fee must be reported by the following categories:
Base Fee, Fee Earned, Interim Fee, Provisional Fee,
Potential Additional Fee, and Total Fee. If any of the above
fee categories do not pertain, they should not be included in
the NF533.

Prompt Payment Discounts Cumulative cost reported to NASA should be the full
incurred cost. The prompt payment discount amount taken
should be reported as a separate line item on the NF533
below the cumulative cost amounts for the contract.

The NF533 reports are the official cost documents used at NASA for cost type,
price redetermination, and fixed price incentive contracts. The data contained in
the reports must be auditable using Generally Accepted Accounting Principles.
Supplemental cost reports submitted in addition to the NF533 must be
reconcilable to the NF533.

Frequency:

The due dates for the NF533M report is outlined in Chapter 3 of NPR 9501.2D.
The following is a summary of the NF533 due date requirements.

| <u>NF533 Report</u> | <u>Due Date</u> |
|---------------------|--|
| <i>NF533M</i> | Due not later than the 12 th calendar day of the month. Should the 12 th calendar day of the month fall on a weekend, the report shall be due the next business day. |

The due dates reflect the date the NF533 reports are received by personnel on
the distribution list, not the date the reports are generated or mailed by the
contractor. It is critical that the NF533 reports are submitted in a timely manner
to ensure adequate time for NASA to analyze and record the cost into the NASA
accounting system.

Uncompensated Overtime:

Uncompensated overtime hours worked should be reported on NF533 reports as
a separate line item or in the footnotes.

Baseline NF533:

An initial NF533 report is required in the NF533Q format to be used as a baseline
for the life of the contract. The initial (baseline) NF533Q report shall be
submitted by the contractor within 30 days after authorization to proceed has
been granted. The initial report shall reflect the original contract value detailed
by negotiated reporting categories and shall be the original contract baseline
plan. In addition to the initial (baseline) report, monthly NF533 reporting shall
begin no later than 30 days after the incurrence of cost.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M (Exhibit 1) represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M report, shall be based on the most current and reliable information available. For Exhibit 1, the annual funding limit (Column 8e) shall reflect the results of the annual budget and content planning processes described in DRD-03, IT Acquisition Planning and any subsequent changes throughout the fiscal year.

Prior period cost adjustments should be reported in column 7a and 7c of NF533M with a footnote discussing the reasons for and amounts of the adjustments.

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the contractor must submit a revised NF533 report in the month the cost change is recognized.

Hard Copy Format:

The reporting requirements outlined in this DRD shall include the following deliverables found in Section J-2, DRD-05, and Exhibit 1.

NF533M roll up summary for the entire contract where all elements of referenced cost and labor hours shall be shown. (Exhibit 1)

The NF533M forms are shown in the above exhibit and the explanation of the standard elements can be found in NASA Procedural Requirements (NPR) 9501.2D.

Maintenance:

Changes shall be incorporated by change pages or complete reissue with a footnote or attached supplemental narrative describing in detail the change(s) made.

The attached sample format, Exhibit 1, is an example of the proposed structure and format of the NF533 for this contract and is intended to closely though not exactly represent the final version. This example is not all inclusive and reporting

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

levels may vary from year to year. See sample NF533 format for this contract in *****,DRD****, Exhibit 1. Exhibit 1 includes reporting data for both fiscal year and contract year.

Cost Reporting Levels:

Contract Summary:

The contractor shall be required to report costs at a contract summary level. All elements of cost shall be referenced on this document. Exhibit 1 provides a sample of this report.

Details:

Variance Analysis Report:

The contractor shall provide a written variance explanation (monthly estimates versus actuals) with a tolerance of +/- 5%, unless otherwise directed by NASA. This variance explanation shall be provided at the contract level, and submitted with the NF533.

Contract Review Meeting:

The contractor shall support a monthly review of the contract cost and workforce data with the Information Resources Directorate management, Procurement Office, Resources management, and others as required. The contractor shall be required to:

1. Present and explain the data presented on NASA Form 533.
2. Clearly communicate cost and workload variances as reported in the monthly variance analysis report and be able to explain both actuals and expectations.
3. Provide any additional data required to effectively demonstrate the Contractor's cost management effort.

Workforce Reporting

The contractor shall support various workforce exercises requested by the Government. For example, the contractor may be asked to provide the total contract headcount and how this number is split between on-site versus off-site. These exercises typically occur once or twice a year. The exact requirements and schedules will be determined as these exercises occur.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Budget Planning Support

The contractor shall support the Information Resources Directorate Internal Task Agreement (ITA) process. This process is two-fold. Prior to the Program Operating Plan in the spring, the contractor shall provide estimates at the Task Order and Function levels for the next fiscal year. During the summer, IRD will request an update to these estimates, which will then be provided to IRD's customer organizations for the next fiscal year.

The contractor shall support the government in creating an annual cost-operating plan prior to the beginning of each government fiscal year (October 1 – September 30). As part of the annual budget planning, the contractor shall provide cost estimates, technical impact statements, and decision packages as required. The exact support requirements and their schedule will be given when the support task is assigned.

Once the cost plan has been finalized and task orders have been completed, the contractor shall assist the Government in the management of the plan as cost and workload variances occur. The contractor will also be asked to support the Government throughout the life of the contract as it responds to variations in funding levels and technical priorities.

References:

**** NASA Procedural Requirements (NPR) 9501.2D.**

In support of this DRD, the Contractor shall provide the following:

1. On a monthly basis, a contract summary page shall be provided where all elements of cost referenced shall be shown.
2. Contractor accounting calendar report:
The contractor shall provide, within 10 days of the contractor start date, the contractor's accounting calendar for each contract year and for each Government fiscal year, which lists accounting month, number of workdays in each month, number of work hours included in each month, and all holidays applicable to the Contractor for the duration of the contract.

Hard Copy Distribution:

LF6 Cost Accounting (1 hardcopy)
BJ Contracting Officer (1 hardcopy)
LI2 Budget/Program Analyst (1 hardcopy)
IA Technical (1 hardcopy)
Additional distribution per CO letter

Electronic NF533 Requirement:

In addition to submitting the NF533M in a hardcopy format, the contractor, upon request, shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using the Government

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information from the hardcopy.

| <u>Data Element</u> | <u>Description</u> |
|--|---|
| Contract Number | NASA assigned contract number |
| Modification Number | Latest definitive Modification Number |
| Accrual Date | Date the data was generated for |
| Report Period End Date | Period ending date of the NF533 |
| Operating Days | Number of operating days for the current NF533 |
| Date Received/Submitted | Date the report is submitted |
| CCR Format | Monthly (NF533M) |
| Cost Unit of Measure | Unit of measure used to report cost on the report NF533 |
| HR/WYE Unit of Measure | Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report |
| Authorized Contractor Representative | Name of Contractor Approving Officer |
| Authorized Contractor Representative Date Signed | Date the NF533 is approved and signed by the authorized Contractor Representative |
| Monthly Grand Total Cost Incurred (7a) | Grand Total Actual Monthly cost for the prior month (column 7a on the NF533) |
| Monthly Grand Total HR/WYE (7a) | Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533) |
| Monthly Grand Total Cost Planned (7b) | Prior month planned cost (column 7b on the NF533) |
| Grand Total Cost Incurred ITD (7c) | Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533) |
| Grand Total Planned Cost (7d) | Grand total planned contract cost (column 7d on the NF533) |
| Grand Total Estimated Cost (8a) | Grand total current month cost estimate (column 8a on the NF533) |
| Grand Total Estimated HR/WYE (8a) | Grand total current month HR/WYE estimate (column 8a on the NF533) |
| Grand Total Next Month Estimated Cost (8b) | Grand total next month cost estimate (column 8b on the NF533) |
| Grand Total Balance of Contract (8c) | Contract Balance for the remaining estimate to complete |
| Grand Total Contractor Estimate (9a) | Contractor estimate to complete entire scope of contract |
| Grand Total Contract Value (9b) | Contractor distribution of contract value by the reporting categories |
| Grand Total Unfilled Orders Outstanding (10) | Unfilled order outstanding at the end of the reporting period |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the contractor shall use to comply with this data requirement.** The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for an example of the specific layout details).

| <u>Data Element Name</u> | <u>Description</u> |
|--|--|
| Reporting Category (RC) | Task, Delivery Order, Work Breakdown Structure |
| Cost Incurred for Month (7a) | Prior month actual cost incurred for each RC (column 7a on NF533) |
| HR/WYE Incurred for Month (7a) | Prior month actual HR/WYE incurred for each RC (column 7a on NF533) |
| Contract prior month planned cost (7b) | Planned cost for prior month for each RC (column 7b on NF533) |
| Contract ITD cost (7c) | Contract ITD cost for each RC (column 7c on NF533) |
| Contract planned ITD cost (7d) | Contract planned ITD cost for each RC (column 7d on NF533) |
| Current month estimated cost (8a) | Cost estimate for the current month for each RC (column 8a on NF533) |
| Current month estimated HR/WYE (8a) | HR/WYE estimate for the current month for each RC (column 8a on NF533) |
| Next month estimated cost (8b) | Estimated cost for next month for each RC (column 8b on NF533) |
| Balance of Contract (8c) | Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533) |
| Contractor Estimate (9a) | Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533) |
| Contract Value (9b) | Contract value based upon contract modifications for each RC (column 9b on NF533) |
| Unfilled orders outstanding (10) | Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533) |
| Reporting Category level | Used by NASA's accounting system to determine the RC level |
| Reporting Category Identifier | Identifies if the RC is a actual Reporting Category or a Sub-Reporting Category |
| Category | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

The flat file shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

Electronic NF533 Distribution:

Upon CO Direction, E-Mail Account (1 electronic copy)

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample file name.

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

| | | | |
|--------------|----|---------|----|
| Headquarters | HQ | Dryden | DR |
| Marshall | MA | Goddard | GO |
| Ames | AM | Stennis | ST |
| Glenn | GL | Johnson | JO |
| Langley | LA | Kennedy | KE |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Example File Format

Header (Non-Repeating Segment)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | EndPos | Len | Format |
|----------------------------|--|--|---------------------------|--------------------------------------|-----------------|--------|--------|-----|------------------|
| HEADER: | | | | | | | | | |
| Record Type | Used by eGate to determine record type | 'HD' for Header | Required | Required | RECORD_TYPE | 1 | 2 | 2 | CHAR |
| Contract Number | Contract Number (1b) | Header field—submitted with CONTRACTOR data or defaulted by interface or extension | Required | Required | CONTRACT_NUMBER | 3 | 12 | 10 | CHAR |
| | Latest definitive Modification Number(CR8197) | | | | MOD_NUMBER | 13 | 18 | 6 | CHAR |
| Accrual Date | Date the data was generated for. Used by SAP as part of Oracle table key | Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year | Required | Required | ACCRUAL_DATE | 19 | 26 | 8 | DATE MM01YYYY |
| Report Period End Date | Report Period End Date is a date(2) | Header field—submitted with CONTRACTOR data or defaulted by interface or extension | Required | Required | REP_END_DATE | 27 | 34 | 8 | DATE |
| Operating Days | Operating days(2). | Header field—submitted with CONTRACTOR data | Required | Optional unless Required by contract | OPER_DAYS | 35 | 40 | 6 | NUMERIC |
| Date Received | Date Received (1d) | System Date upon which the cost data is loaded into the CCR Extension | Required | Required | DATE_REC | 41 | 48 | 8 | DATE |
| CCR Format | 'M' for Monthly and 'Q' for Quarterly (SIR2047) | Submitted with CONTRACTOR data | Required | Required | CCR_FORMAT | 49 | 49 | 1 | CHAR |
| Cost Unit of Measure | Cost Unit of Measure | Submitted with CONTRACTOR | Required | Required | COST_UOM | 50 | 51 | 2 | CHAR |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | EndPos | Len | Format |
|--------------------------------------|---|---------------------------------|---|--|-----------------------|--------|--------|-----|---------------|
| | (SIR2047) | data | | | | | | | |
| HR/WYE Unit of Measure | Hour/Work-Year-Equivalent Unit of Measure (SIR2047) | Submitted with CONTRACTOR data | Required | Required | HR_WYE_UOM | 52 | 53 | 2 | CHAR |
| | Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197) | | | | AUTH_SIGNATURE | 54 | 78 | 25 | CHAR |
| | Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative(CR 8197) | | | | AUTH_SIGNATURE_DATE | 79 | 86 | 8 | DATE MMDDYYYY |
| Grand Total Cost Incurred Month (7a) | The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month. | Submitted with CONTRACTOR data | Required. | Optional. Only required if lower detailed line item data is submitted in monthly batch file. | GT_COST_INCUR_MONTH | 87 | 99 | 13 | CURRENCY(2) |
| Grand Total HR/WYE (7a) | The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month. | Submitted with CONTRACTOR data | Required if detailed line item data is submitted in monthly batch file. | Required if detailed line item data is submitted in monthly batch file. | GT_HRWYE_PRIOR_MONTH | 100 | 109 | 10 | NUMERIC(1) |
| | The Grand Total Contract Prior Month Planned Dollars Column (7b) reports | | | | GT_COST_PLANNED_MONTH | 110 | 122 | 13 | CURRENCY (2) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | EndPos | Len | Format |
|--|--|---------------------------------|--|---|----------------------|--------|--------|-----|--------------|
| | planned costs for the prior month. (CR8197) | | | | | | | | |
| Grand Total Cost Incurred ITD (7c) | The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date | Submitted with CONTRACTOR data | Required. Does not require detailed line item data if provided from Cost Incurred Month (7a) | Required if detailed line item data is provided for this column | GT_ITD_COST | 123 | 135 | 13 | CURRENCY (2) |
| | Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197) | | | | GT_COST_PLANNED_ITD | 136 | 148 | 13 | CURRENCY (2) |
| Grand Total Estimated Cost (8a) | The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost. | Submitted with CONTRACTOR data | Required | Required if detailed line item data is provided for this column | GT_EST_COST | 149 | 161 | 13 | CURRENCY (2) |
| Grand Total HRWYE (8a) | The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HRWYE. | Submitted with CONTRACTOR data | Required if detailed line item data is provided for this column | Required if detailed line item data is provided for this column | GT_HRWYE_FIRST_MONTH | 162 | 171 | 10 | NUMERIC (1) |
| Grand Total Next Month Estimated Cost (8b) | The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost. | Submitted with CONTRACTOR data | Required if detailed line item data is provided for this column | Required if detailed line item data is provided for this column | GT_NEXT_MONTH_EST | 172 | 184 | 13 | CURRENCY (2) |
| | Grand Total Balance of Contract for the remaining estimate to | | | | GT_BALANCE_CONTRACT | 185 | 197 | 13 | CURRENCY (2) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | EndPos | Len | Formt |
|-------------------------------------|---|---------------------------------------|---------------------------------|---------------------------------------|--------------------------------|-----------|--------|-----|--------------|
| | complete (CR 8197) | | | | | | | | |
| | Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197) | | | | GT_BALANCE_CONTRACTOR_ESTIMATE | 198 | 210 | 13 | CURRENCY (2) |
| | Grand Total Contract Value based upon Contract Modifications (CR 8197) | | | | GT_CONTRACT_VALUE | 211 | 223 | 13 | CURRENCY (2) |
| | Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197) | | | | ST_UNFILLED_ORDERS | 224 | 236 | 13 | CURRENCY (2) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Example File Format

Detail (Repeating Segment)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | End Pos | Len | Format |
|---|--|--|---|--|--------------------|--------|---------|-----|--------------|
| CCR DETAIL LINE ITEMS: | | | | | | | | | |
| Record Type | 'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail | "RD" for Detail | Required | Required | RECORD_TYPE | 1 | 2 | 2 | CHAR |
| Reporting Category | Reporting Category (6) | Line item field—submitted with CONTRACTOR data | Required | Required | SERV_ORD_CAT | 3 | 26 | 24 | CHAR |
| Cost Incurred Month (7a) | Prior Month incurred costs (ACTUALS) for given category. | Line item field—submitted with CONTRACTOR data | Required if detailed line item data is not provided from Cost Incurred Month (7c) | Determined by contract requirement-data from Column 7a, 7c or 8a | COST_INCUR_MONTH | 27 | 39 | 13 | CURRENCY (2) |
| HR/WYE Incurred Month (7a) | Prior month incurred hours worked [Actuals] for given category.. | Line item field—submitted with CONTRACTOR data | Optional unless Required by contract for WYE calculation | Optional unless Required by contract for WYE calculation | HRWYE_INCUR_MONTH | 40 | 49 | 10 | NUMERIC (1) |
| | Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197) | | | | COST_PLANNED_MONTH | 50 | 62 | 13 | CURRENCY (2) |
| | Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197) | | | | CUR_COST_INCUR_ITD | 63 | 75 | 13 | CURRENCY (2) |
| | Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197) | | | | COST_PLANNED_ITD | 76 | 88 | 13 | CURRENCY (2) |
| Current Month Estimated Cost (8a) | Estimated costs for first upcoming month for given category. | Line item field—submitted with CONTRACTOR data | Required. | Determined by contract requirement-data from Column 7a, 7c or 8a | CUR_MONTH_EC | 89 | 101 | 13 | CURRENCY (2) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | St Pos | End Pos | Len | Format |
|------------------------------------|--|--|--|--|-------------------------|--------|---------|-----|--------------|
| HR/WYE Current Month Estimate (8a) | Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract. | Line item field—submitted with CONTRACTOR data | Optional unless Required by contract for WYE calculation | Optional unless Required by contract for WYE calculation | HRWYE_CUR_MONTH_EST | 102 | 111 | 10 | NUMERIC (1) |
| Next Month Estimated Cost (8b) | Estimated costs for second upcoming month for given category. | Line item field—submitted with CONTRACTOR data | Required unless not part of Contract scope | Required unless not part of Contract scope | NEXT_MONTH_EC | 112 | 124 | 13 | CURRENCY (2) |
| | Balance of Contract for the remaining estimate to complete (8c) (CR 8197) | | | | BALANCE_CONTRACT | 125 | 137 | 13 | CURRENCY (2) |
| | Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197) | | | | CONTRACTOR_ESTIMATE | 138 | 150 | 13 | CURRENCY (2) |
| | Contract Value based upon Contract Modifications (CR 8197) | | | | CONTRACT_VALUE | 151 | 163 | 13 | CURRENCY (2) |
| | Unfilled Orders Outstanding at end of reporting period (CR 8197) | | | | UNFILLED_ORDERS | 164 | 176 | 13 | CURRENCY (2) |
| | Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) | | | | REPORTING_LEVEL | 177 | 206 | 30 | CHAR |
| | Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197) | | | | REPORTING_CAT_INDICATOR | 207 | 207 | 1 | CHAR |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

| Field Name | Start Pos | End Pos | Length | Format | Variable Repetition (?,*,+,n-n) | Description |
|-----------------|-----------|---------|--------|--------|------------------------------------|---|
| SUB_RECORD_TYPE | 1 | 2 | 2 | CHAR | | 'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| Field Name | Start Pos | End Pos | Length | Format | Variable Repetition (?,*,+,n-n) | Description |
|-------------------------|-----------|---------|--------|--------------|------------------------------------|---|
| SUB_REP_CAT | 3 | 26 | 24 | CHAR | | Reporting Category |
| SUB_COST_INCUR_MONTH | 27 | 39 | 13 | CURRENCY (2) | | Prior month incurred costs (Actuals) for given category. |
| SUB_HRWYE_INCUR_MONTH | 40 | 49 | 10 | NUMERIC (1) | | Prior month incurred hours worked (Actuals) for given category. |
| SUB_COST_PLANNED_MONTH | 50 | 62 | 13 | CURRENCY (2) | | Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. |
| SUB_CUR_COST_INCUR_ITD | 63 | 75 | 13 | CURRENCY (2) | | Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date. |
| SUB_COST_PLANNED_ITD | 76 | 88 | 13 | CURRENCY (2) | | Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date. |
| SUB_CUR_MONTH_EC | 89 | 101 | 13 | CURRENCY (2) | | Estimated costs for first upcoming month for given category (8a). |
| SUB_HRWYE_CUR_MONTH_EST | 102 | 111 | 10 | NUMERIC (1) | | Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a). |
| SUB_NEXT_MONTH_EC | 112 | 124 | 13 | CURRENCY (2) | | Estimated costs for second upcoming month for given category (8b). |
| SUB_BALANCE_CONTRACT | 125 | 137 | 13 | CURRENCY (2) | | Balance of Contract for the remaining estimate to complete (8c). |
| SUB_CONTRACTOR_ESTIMATE | 138 | 150 | 13 | CURRENCY (2) | | Contractor Estimate for the total estimate to complete entire scope of contract (9a). |
| SUB_CONTRACT_VALUE | 151 | 163 | 13 | CURRENCY (2) | | Contract Value based upon Contract Modifications (9b). |
| SUB_UNFILLED_ORDERS | 164 | 176 | 13 | CURRENCY (2) | | Unfilled Orders Outstanding at end of reporting period. |
| REPORTING_LEVEL | 177 | 206 | 30 | CHAR | | Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197). |
| REPORTING_CAT_INDICATOR | 207 | 207 | 1 | CHAR | | Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Example File Format

533 Agency FILE RECORD LAYOUT (*Element of Cost Detail – Repeating Segment (CR8197)*)

| Field Name | Start Pos | End Pos | Length | Format | Variable Repetition (?,*,+,n-n) | Description |
|-------------------------|-----------|---------|--------|--------------|------------------------------------|---|
| RECORD_TYPE | 1 | 2 | 2 | CHAR | | 'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail |
| EOC_REP_CAT | 3 | 26 | 24 | CHAR | | Reporting Category |
| EOC_COST_INCUR_MONTH | 27 | 39 | 13 | CURRENCY (2) | | Prior month incurred costs (Actuals) for given category. |
| EOC_HRWYE_INCUR_MONTH | 40 | 49 | 10 | NUMERIC (1) | | Prior month incurred hours worked (Actuals) for given category. |
| EOC_COST_PLANNED_MONTH | 50 | 62 | 13 | CURRENCY (2) | | Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. |
| EOC_CUR_COST_INCUR_ITD | 63 | 75 | 13 | CURRENCY (2) | | Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date. |
| EOC_COST_PLANNED_ITD | 76 | 88 | 13 | CURRENCY (2) | | Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date. |
| EOC_CUR_MONTH_EC | 89 | 101 | 13 | CURRENCY (2) | | Estimated costs for first upcoming month for given category (8a). |
| EOC_HRWYE_CUR_MONTH_EST | 102 | 111 | 10 | NUMERIC (1) | | Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a). |
| EOC_NEXT_MONTH_EC | 112 | 124 | 13 | CURRENCY (2) | | Estimated costs for second upcoming month for given category (8b). |
| EOC_BALANCE_CONTRACT | 125 | 137 | 13 | CURRENCY (2) | | Balance of Contract for the remaining estimate to complete (8c). |
| EOC_CONTRACTOR_ESTIMATE | 138 | 150 | 13 | CURRENCY (2) | | Contractor Estimate for the total estimate to complete entire scope of contract (9a). |
| EOC_CONTRACT_VALUE | 151 | 163 | 13 | CURRENCY (2) | | Contract Value based upon Contract Modifications (9b). |
| EOC_UNFILLED_ORDERS | 164 | 176 | 13 | CURRENCY (2) | | Unfilled Orders Outstanding at end of reporting period. |
| REPORTING_LEVEL | 177 | 206 | 30 | CHAR | | Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197). |
| REPORTING_CAT_INDICATOR | 207 | 207 | 1 | CHAR | | Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197) |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

| CCR Extension Data Element | Description | Contractor Initial Data Mapping | NF 533 Required/ Optional | OTHER CCR Required/ Optional | Field Name | Start Pos | End Pos | Length | Format |
|----------------------------------|---|--|---------------------------------|------------------------------------|--------------|--------------|------------|--------|---------|
| TRAILER: | | | | | | | | | |
| Record Type | Used by eGate to determine record type | "TL" for Trailer | Required | Required | RECORD_TYPE | 1 | 2 | 2 | CHAR |
| Record Count | Count of the number of Detail records sent to process (Detail Only) | Trailer field submitted with CONTRACTOR data | Required | Required | RECORD_COUNT | 3 | 9 | 7 | NUMERIC |
| | Value of spaces | | | | FILLER | 10 | 207 | 198 | CHAR |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

| | | | |
|---|--|--|--|
| 1. DRD Title Resource Management Supplemental Report | 2. Date of current version 8/1/03 | 3. DRL Line Item No. 06 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Contract DRD for Supplemental Cost Reporting | | 5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) DRD5 | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Scope:

The Supplemental Cost Reports are used for the same purposes as the NF533, but are at a more detailed level by JSC Division/Directorate and Work Authorization (WA)/Task.

Definitions:

Full Time Equivalent(FTE) – reflects productive hours worked. A FTE is calculated by dividing actual hours worked by the base hours (i.e., 2080 hours adjusted for leave, holidays, etc.)

Costs – labor and materials costs will be “loaded” costs and include the applicable amounts for indirect costs, overhead, and fees accrued. Subcontractors costs should be included in the labor and materials costs, as appropriate. “Other” costs include miscellaneous items such as travel and training.

Government Fiscal Year (GFY) – the time period from October 1 through September 30.

Recurring Tasks- a task which is expected to recur yearly but is only authorized on a one year basis usually beginning with the GFY.

Unique Tasks – a task which is not expected to recur on a yearly basis and may span fiscal years.

Details:

The report requires detailed data in the following categories by Directorate, by division, by work authorization. Attached Exhibits X, Y and Z provide the formats for submission. :

- FTE's for prior month (actuals) and current month estimates
- Costs (by categories: labor, materials, and other) for prior month (actuals) and current month estimates
- Cumulative actual Government Fiscal Year (GFY) costs to date, and cumulative actual contract costs to date
- GFY Estimate at Completion (EAC), or a cost estimate for the remainder of the fiscal year

A detailed variance report is required at the same detail level by JSC Division/Directorate and WA/Task. Separate variance reports are required for “Recurring tasks” and “Unique” tasks. See Exhibit Z for Format. Data includes: WA/task number and title, WA/task value, cumulative costs (including prior year

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

actual, GFY actual to-date, GFY EAC estimate, and total costs), and difference between WA/task value and total costs. An explanation is required for variance of +/- 10% or more for each "Recurring" WA, and any potential problem or issue for "Unique" WA's must be explained. This threshold can be changed at the direction of NASA.

The supplemental cost reports must reconcile to the NF533 for actual and estimated FTE's and costs.

Other Requirements:

Provide at the initiation of the contract and then annually at the beginning of each GFY:

- a. The conversion factor from EP's to direct labor hours

This additional data should be provided to the same distribution as indicated below.

Frequency:

The due date for the supplemental cost report shall not be later than the 12th calendar day of the month.

The due date reflects the date the supplemental cost report is received by personnel on the distribution list, not the date the report is generated or mailed by the contractor. It is critical that the supplemental report is submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system. *All data should also be provided electronically in Microsoft Excel format.*

Distribution:

One complete file copy of the supplemental report shall be electronically deposited into a secured electronic system or made available by the contractor for NASA capture via a secured server on a monthly basis on or before the due date.

In addition, the following distribution must be made on a monthly basis:

- BJ Contracting Officer - 1 hard copy
- LI2 Budget/Program Analyst - 1 hard copy
- IS COTR - 1 hard copy

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

| | | | |
|---|-------------------------|--|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| QUALITY PLAN | 7/31/2003 | 07 | NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) The Quality Plan is used to document the specific details of the contractor's Quality Management System (QMS) related to a specific product or process | | | |
| 5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA | | | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Comment [Insert1]: Page: 1

Comment [Insert2]: Page: 1

Comment [Insert3]: Page: 1

Scope:

Prepare a contract specific Quality Plan which ensures the quality of the JSC Information Management and Media Services (JIMMS) contract. . The plan will be approved by the Contracting Officer contract start date plus 120 days.

Format: The Quality Plan format shall match the elements of the Quality Manual, JPG 5335.3.

Contents: The quality plan shall address each element of the Quality Manual, JPG 5335.3 and the additional requirements identified below:

Additional Requirements:

Identify the methods, procedures, and controls you will use to ensure the quality, and timeliness of the JIMMS contract.

Describe how you will follow the JSC Quality Management System for the other tasks areas of the SOW.

Identify work instructions needed for the contract. This may include work instructions currently on the NS Master List and other work instructions that will be internal to the contract.

Maintenance:

Submit all changes and updates to the Quality Plan to the CO for approval.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

| | | | |
|--|--|---|--|
| 1. DRD Title RISK MANAGEMENT PLAN | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 08 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To provide Risk Management Documents. | | 5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

A. RISK ANALYSIS

A comprehensive risk analysis for a system shall contain the information required in JPG 2810.1, applicable.

B. RISK REDUCTION PLAN

The Risk Reduction Plan for each system shall include a listing of the recommendations from the Risk Analysis and the Government-provided IRD management response to those recommendations (implement, modify and implement, do not implement). The plan shall contain the information required by JPG 2810.1, if applicable.

C. DISASTER RECOVERY PLAN

The Disaster Recovery Plan for each system shall include the information needed for the orderly recovery from a disaster that may render all or part of the system and associated support equipment inoperable. The Recovery Plan shall include those actions that provide the required level of continuity of operations following a disaster. The plan for each system shall contain the information required by JPG 2810.1, if applicable.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

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(Based on JSC-STD-123)

| | | | |
|------------------------|-------------------------|----------------------|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| Safety and Health Plan | 7/31/2003 | 09 | NNJ04JA52C |

4. Use (Define need for, intended use of, and/or anticipated results of data)
Establishes Safety, Health, and Environmental Compliance Plan for contractors providing support to JSC organizations

***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office

| | | | |
|------------------------------|------------------------------------|---|---|
| 5. DRD Category: (check one) | <input type="checkbox"/> Technical | <input type="checkbox"/> Administrative | <input checked="" type="checkbox"/> SR&QA |
|------------------------------|------------------------------------|---|---|

| | |
|--|--|
| 6. References (Optional) NPG 8715.3 (as revised); JPG 1700.1 (as revised) | 7. Interrelationships (e.g., with other DRDs) (Optional) See block 8. below |
|--|--|

8. Preparation Information (Include complete instructions for document preparation)

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY, HEALTH, and ENVIRONMENTAL COMPLIANCE PLAN ("The Plan") BECOMES A CONTRACTUAL REQUIREMENT.

Frequency of submission. One time only (with the proposal).

Distribution. After the plan is approved by NASA, the Contracting Officer will retain the plan in the contract file. The contractor will send additional copies to each of the following:

NS/Safety and Test Operations Division (2 copies)
SD13/Occupational Health Officer (1 copy)
JA131 / Environmental Services (1 copy)
Contracting Officer's Technical Representative (1 copy)

Subsequent revisions to the plan. The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

Other deliverables. The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

Format:

1. Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); NASA COTR; JSC Occupational Safety Branch; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content below.
4. When preparing its plan, the offeror/contractor is expected to review all the items below and tailor its plan accordingly. **Certain requirements set forth in this DR may be specific for contractor operations performed at JSC, Ellington Field, or Sonny Carter Training Facility in the Clear Lake, Texas, area; tailoring of the plan to the requirements of specific establishments is acceptable.** The plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in

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(Based on JSC-STD-123)

the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

5. Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

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Content:

- I. **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.**
 - A. **Policy.** Provide the contractor's safety, health, and environmental compliance policy statement with the plan. Compare the contractor's policy statement with those of NASA and OSHA and discuss any differences.
 - B. **Goals and Objectives.**
 - 1. Describe specific safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the contractor's approach to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
 - 2. Describe Environmental Goals & Objectives to be met for the following:
 - a) Pollution Prevention and Source Reduction of:
 - (1) Hazardous and Industrial Solid Wastes
 - (2) Solid Wastes (trash, refuse)
 - (3) Wastewater Discharges (sanitary sewerage)
 - (4) Air Emissions
 - (5) Medical & Radiological Discharges
 - b) Affirmative Procurement (Purchase of Environmentally Preferable Materials IAW Executive Order)
 - c) Hazardous Materials Handling/Purchasing/Reduction/Replacement
 - d) Elimination from Specifications and Standards requirements for the use of Hazardous/Toxic Substances
 - & Materials
 - e) Use of an Environmental Planning Checklist to review & document Impacts of New and Modified Programs, Projects, Activities and Operations.
 - f) Life cycle analysis and costing
 - g) Incorporating Environmental Requirements in Subcontracts
 - h) Participation in JSC Recycling
 - i) Outreach programs
- C. **Management Leadership.** Describe management's procedures for implementing its commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.
- D. **Employee Involvement.** Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented.
- E. **Assignment of Responsibility.** Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following:
 - 1. **Safety Representative** - identify by title the individual who will be trained and certified in accordance with JPG 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.
 - 2. **Company Physician/Occupational Injury/illness case manager** - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and

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- telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to contractor management. Prompt notification to the JSC Occupational Health/ Clinic shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.
3. Building Fire Wardens - provide a roster of fire wardens (their names, phone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JFPG 1700.1. The roster shall be maintained by letter to JSC Occupational Safety, mail code NS2, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
 4. Designated Safety Official - Identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
 - F. Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
 - G. Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
 - H. Program Evaluation. The program evaluation consists of:
 1. Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting JSC Occupational Safety, code NS2, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.
 2. [Reserved.]
 3. A written self-evaluation report to be delivered by Sept 30 of each year. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.1, Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual, Appendix H, "Format for Program Evaluation Report", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self evaluation shall as a minimum cover the elements of the approved safety and health plan.
 4. Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
 - a) Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
 - (1) Date of report, contractor identity and contract number.
 - (2) For each person listed, provide name, social security number, and date of termination.
 - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
 - b) Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR

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1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, Mail Code SD13, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.

- c) Hazardous Materials Inventory. The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- (1) the identity of the material;
- (2) the location of the material by building and room;
- (3) the quantity of each material normally kept at each location
- (4) peak quantity stored
- (5) actual or estimated rate of annual usage of each chemical

- I. Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPG 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.
- J. The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- K. Procurement. Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- L. Certified Professional Resources. Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
- II. WORKSITE ANALYSIS. Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Hazards identified by any of the techniques identified below shall be ranked and processed in accordance with JPG 1700.1. All

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hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Occupational Safety Office. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC SR&QA review and concurrence unless otherwise waived by the JSC Occupational Safety Office.

- A. Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.
- B. Hazard Identification. Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:
 - 1. Comprehensive Survey – A “wall to wall” engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes – (TNRCC/EPA solid & hazardous, radioactive, explosives, medical-infectious-biological).). The comprehensived survey will establish a baseline of hazards that may put contract assets at risk as early as is feasible, preferably at contract start.
 - 2. Change (Pre-use) Analysis – Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
 - 3. Hazard Analysis – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, “Preparing of Hazard Analyses for JSC Ground Operations.”
- C. Inspections.
 - 1. Routine Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify
 - a) Discrepancies between observed conditions and current requirements, and
 - b) New (not previously identified) or modified hazards.
 - 2. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- D. Employee Reports of Hazards – identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities.
- E. Accident and Record Analysis.
 - 1. Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third party property. The contractor will describe its procedures for implementing use of NASA forms as specified in JPG 1700.1 and alternate forms used by contractor with emphasis on timely notification of NASA; investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and

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- documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Form 1627, "Mishap Report" (or equivalent), including 24-hour and ten-day mishap reports to JSC Occupational Safety, mail code NS2. Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form can be obtained from JSC's Printing Services.
2. Trend Analysis – describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.) Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:
 - a. Accident/Incident Summary Report. The contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident / Incident Statistics" (attached), as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; Date due is the 10th day of the month following each month reported. Report to be delivered to the JSC Safety, Reliability, and Quality Assurance Office through the Occupational Safety Office, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.jsc.nasa.gov.
 - b. Log of Occupational Injuries and Illnesses. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)
- III. HAZARD PREVENTION AND CONTROL. Identified hazards must be eliminated or controlled. In the multiple employer environment of the center, it is required that hazards including discrepancies and corrective actions be collected in a center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- A. Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPG 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.
 - B. Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. JPG 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside contract operations, the contractor shall identify

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- such circumstances to the JSC Occupational Safety Branch and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.
- C. Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
- D. Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPG 1700.1 such as confined space entry, hot work, etc.) Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- E. Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPG 1700.1, as revised, and JPG 8800.1, "Asbestos Control Manual," as revised.
- F. Operations Involving Exposures to Toxic or Unhealthful materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- G. Environmental Operations & Activities
1. Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, or Ellington Field must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more on site at JSC, SCTF, or Ellington Field.
2. Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JA131. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JA131/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.
- H. Discuss your responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the contractor's plan approved by NASA or as required by Government direction.
- I. Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- J. Medical (Occupational Healthcare) Program. Discuss your medical surveillance program and injury /illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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- Resuscitation (CPR), first aid, and , return to work policies and the use of government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- K. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online at <http://www.srga.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
1. Personnel awareness of hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.
 2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC Hazard Abatement Tracking System for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's the role of facility managers in abatement planning, implementation, and verification.
- L. Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- M. Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill /releases, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPG 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.
- IV. SAFETY AND HEALTH TRAINING. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community Right-to-know (EPCRA).] Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other federal, State, and local agencies for their review upon request. If the contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|---------------------------------------|--|--|
| 1. DRD Title Standard Operating Procedures | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 10 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) These procedures shall provide guidance for interfacing with other organizations and specific tasks required in the process of meeting customer requirements, and shall instruct technicians, production personnel, and other users in the proper setup and operations of systems. These procedures are not intended to document the details of how the tasks or interfaces are to be accomplished. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |

8. Preparation Information (Include complete instructions for document preparation)

A. NASA will provide existing SOPs, if available, the Contractor shall review SOP and determine if any modifications are required and submit Standard Operating Procedures documentation where required. SOPs shall include the detailed instructions necessary to provide the products and services as described in the SOW. These procedures shall

1. Describe each system in terms of the requirements it fulfills, the equipment comprising the system, and any interconnection to other systems
2. Reference system engineering drawing numbers
3. Reference manufacturers' operations manuals
4. Give specific details on setup configurations related to the intended equipment functions
5. Give step-by-step system check instructions that, when performed, verify the system is functioning as designed
6. Give step-by-step instructions on how to operate the system equipment to achieve every stated purpose of the system, including references to manufacturers' manuals when appropriate
7. List the required customer interfacing tasks
8. List other procedures applicable to performing a specific system operation (e.g., NISN procedures should be referenced in documents related to establishing an inter-center video teleconference)
9. Cross reference any corresponding Standard Operating Procedures
10. Reference preventive maintenance procedures

B. The Contractor shall create and maintain detailed instructions necessary to manage, maintain, and distribute the still photography, video, film, and audio collections to the news media and other clients as described in the SOW.

These procedures shall describe

1. Products to be distributed
2. Means of distribution
3. Record keeping of distributed imagery including customers and organizations supported
4. How the products are organized in the library
5. How tasks assigned will be scheduled, performed, and managed
6. Each information search system in terms of the requirements it fulfills, the equipment comprising the system, and the interconnection to other systems

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

The Contractor shall review and update this document annually.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

| | | | |
|--|---------------------------------------|---|--|
| 1. DRD Title Preventive Maintenance and Operational Readiness Documentation | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 11 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) These plans and reports are the contractor's description of how preventive maintenance and operational readiness check requirements will be satisfied and reported for all equipment. Preventive maintenance is intended to include all equipment except TV/Video installations in offices and conference rooms unless requested by the CO. Operational Readiness Checks are primarily intended to be performed on equipment that is used to support missions, equipment that is often left idle for periods of time, and critical IT equipment. A list of systems and subsystems that require operational readiness checks are listed in the appendix. | | 5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |

8. Preparation Information (Include complete instructions for document preparation)

These Plans and Reports shall describe the management activities and record-keeping processes necessary to maintain all equipment and systems listed in Appendix J.

A. Preventive Maintenance (PM) Plan

- Individually list the systems, subsystems, and individual pieces of equipment that require preventive maintenance as well as the maintenance schedule.
- Create a list of parameters checked for every preventative maintenance item. For vendors doing the preventative maintenance, provide their checklist.

B. Operational Readiness Check (ORC) Plan

- Individually list the systems, subsystems, and individual pieces of equipment that require operational readiness checks.
- Create a list of the operational functions checked for every system.

C. Preventive Maintenance Report

- In a cumulative report, list the system affected, the date of completion, and description of the work performed, for each PM activity.

D. Operational Readiness Check Report

- In a cumulative report, list the system affected, the date of completion, and description of the work performed, for each ORC activity.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|---|---|--|--|
| 1. DRD Title Problem Reporting/Resolution | 2. Date of current version 7/30/2003 | 3. DRL Line Item No. 12 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) The Contractor shall use the IRD online problem reporting system. | | 5. DRD Category: (<i>check one</i>) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (<i>Optional</i>) | | 7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) | |

8. Preparation Information (*Include complete instructions for document preparation*)

The Contractor shall use the IRD online problem reporting system that contains, at a minimum, the following information on operational failures, incidents, discrepancies, and problem disposition/resolution:

1. Ticket number
2. Customer name and organization
3. Date/time opened
4. Date/time closed
5. Nature of problem
6. System(s) affected
7. Who the ticket was assigned to
8. Problem Resolution

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|---|---------------------------------------|--|--|
| 1. DRD Title Contractor Status Report | 2. Date of current version 8/04/03 | 3. DRL Line Item No. 13 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Used to apprise the Government of significant actions, accomplishments, changes and problems associated with the delivery of products, services, and information, as specified under this contract. Also used to provide data for trend analysis and NASA management decision making. | | 5. DRD Category: (<i>check one</i>) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (<i>Optional</i>) | | 7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) | |
| 8. Preparation Information (<i>Include complete instructions for document preparation</i>) CONTRACTOR STATUS REPORT | | | |

The Contractor shall prepare and submit monthly progress reports documenting status and progress at the WBS and Task Order levels. Interim informal weekly reports will also be submitted and follow the general content guidelines of the monthly report. The reports shall include, but are not limited to:

1. A narrative description of the status of the contract at the WBS and Task Order levels, including progress toward completion.
2. For Task Order level reporting, a description of the status of each Activity.
3. A descriptive summary of all current problems, proposed action for resolution, and status of implementation.
4. A status of action items.
5. Any known threats to the successful execution of the activity.
6. A summary of activity planned for the next month.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123, See work page for instructions.)

| | | | |
|---|---------------------------------------|---|--|
| 1. DRD Title Mission Support Planning Documents | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 14 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) The Mission Support Plan shall provide a plan for the engineering, maintenance, logistics, and imagery support required during mission periods. A Shuttle Imagery Plan (SIP) shall be prepared for every Shuttle launch. An ISS Increment Imagery Plan (ISSIP) will be prepared prior to each ISS Increment Exchange Mission | | 5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

A. Mission Support Plan (MSP)

Mission Support Plan (MSP) shall designate the mission sensitive systems for which the contractor has responsibility. The MSP shall include directives and constraints concerning installation, modification, configuration control, and operation during designated mission periods of the designated mission sensitive systems, in accordance, with the IRD Mission Support Plan, JSC-27877.

The MSP shall specify the necessary engineering, maintenance, and logistics support required during mission periods. The MSP shall include a current list of key contacts responsible for coordinating and providing the required Engineering and Maintenance Management, Hardware/ Facilities, Workstations, Telecommunications, Networks, Software, Computer Operations, and User Support during the designated mission periods.

B. Shuttle Imagery Plan (SIP)

The contractor shall prepare and deliver a Shuttle Imagery Plan (SIP) to the Government two (2) weeks prior to every Shuttle launch. This will include any products produced from downlinked imagery or film, video, and digital camera media brought down on the Shuttle. This also will include any film, videotape, or digital camera media brought down on the Shuttle, but considered to be ISS imagery. The SIP will be derived from requirements provided by the CO/COTR, the Payload Integration Library System (PILS)[specifically the Payload Integration Plans (PIP) and the Flight Requirement Documents (FRD)], and the Increment Data Requirements Document (IDRD), annex 3.

A Shuttle Imagery Plan (SIP) shall include:

1. Films flown (including type, emulsion number, and film speed), video tape, PC Card, other media and quantities of each
2. A schedule depicting when all mission video and digital still camera processing events are scheduled to occur.
3. Schedule of mission products.
4. A report that summarizes when mission products have been completed.

A follow-up report for the Shuttle Imagery Plan (SIP) is required 45 calendar days after landing.

C. ISS Increment Imagery Plan (ISSIP)

Since ISS increments are continuous, an ISS Increment Imagery Plan (ISSIP) will be prepared and updated 2 weeks prior to each ISS Increment Exchange Mission to document the level of support for ISS increments. This plan will include:

1. General staffing to meet ongoing requirements and reflect current budgetary restraints.
2. List of products produced.
3. A schedule depicting when all mission video and digital still camera processing events are scheduled to occur.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|---|---------------------------------------|--|--|
| 1. DRD Title Television Productions Deliverables | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 15 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) This is the plan for producing a video production provided to the CO for approval prior to initiating a production and the final report provided to the CO when the production has finished. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) A. Television Production Plan | | | |

This Plan shall summarize the requirements, describe the technical and creative approach that will satisfy those requirements, and provide preliminary technical information.

The Contractor shall prepare the document in the following format:

1. Outline of the programs
2. The Treatment (the narrative description of the approach to be used)
3. A description of the creative techniques and technical factors which are required to fulfill the approach
4. An explanation of any proposed changes in the scope or nature of the production, based on the producer's research and discussions with the requester.
5. Plan costs shall include estimates for labor hours and dollars, materials, and equipment. The labor cost estimates shall be based upon fully burdened rates, averaged for the anticipated skill mix.

B. Television Production Final Report

This report summarizes the actions and approval steps taken during the production phase. It includes detailed records that can be used to re-create or revise the program, if necessary. It consists of:

1. The Television Production Plan
2. The Final Script (With Producer's /Director's notes)
3. The Production Approval Sheet, documenting the reviews and approvals and milestones during the process.
4. Music and/or copyrighted clearances and talent releases.
5. A copy of the approved NASA work request.
6. The Final Title, description, program length, and reference numbers of the master videotape.
7. An abstract of production content.
8. Summary of costs.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|---|---|---|--|
| 1. DRD Title Information Technology System Security Plans and Reports | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 16 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To provide security plans and reports. | | 5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) DRD 02 Project Plan | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

SECURITY PLAN(S)

A security plan shall be developed and maintained for each system under the JIMMS contract. The systems are defined by the JSC organization line managers who are responsible for the system in accordance with the definitions set forth in NPG 2810 and JPG 2810.1. Security Plan updates shall be made consistent with organizational security planning requirements.

TRAINING

Evidence must be presented to management that mandatory I/T security awareness training has been met for all on-site contractors. Monthly reports should be compiled detailing the overall status of the annual training program. Annual training program is defined as the period from Oct. 1st through Sept. 30th.

INFORMATION ON EMPLOYEES IN SENSITIVE AIS POSITIONS/ASSIGNMENTS REPORT

The report on employees in sensitive IT positions/assignments shall provide information for personnel screening as required by the PIC02-04, NPG 2810, and JPG 2810.1. This report should be compiled on a semi-annual basis.

A list of all lead system administrators must be updated annually and provided to the Government. This list will be used to ensure the contractor, as outlined in PIC03-16, has met the system administrator certification requirements.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|---------------------------------------|---|--|
| 1. DRD Title Performance Management and Capacity Plan | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 17 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To establish the content and frequency of reporting for systems capacity planning and performance analysis. | | 5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) DRD 01 Management Plan | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

A. The Performance Management and Capacity Plan shall be prepared on a quarterly basis for supported systems, as determined by the CO. The plan shall include the following where applicable:

1. By system, a summary of systems performance shall be quantified in terms of large and small transactions, as well as end-to-end transaction performance as measured from the end-user workstation to the host or data system.
2. By system, a summary of resource utilization, including application resources and licenses, related Equipment (e.g., , , physical storage space), and network bandwidth (e.g., television distribution network) where applicable, with charts depicting observations for the current and previous 3 quarters and a trend line reflecting anticipated improvements or degradation during the coming 4 quarters.
3. A discussion of the analysis and findings for any systems that have experienced significant performance anomalies or an increase or decrease in resource utilization relative to the previous month's baseline.
4. Recommendations for improving any outstanding performance issues or capacity shortfalls.
5. Recommendations for systems reconfiguration or consolidation that reduce operating costs or improve resource availability.

Performance Management and Capacity Planning applies to systems defined in the Systems Table (DRD-27,JIMMS Tables, Attachment A), Application Table (DRD-27, JIMMS Tables, Attachment B), and Equipment Table (DRD-27, JIMMS Tables, Attachment C).

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|--|--|--|
| 1. DRD Title Re-Procurement Data Package | 2. Date of current version 8/4/03 | 3. DRL Line Item No. 18 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future re-procurement activities. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| Note: This data may be disclosed to competing offerors in the future | | | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) | | |

8. Preparation Information (Include complete instructions for document preparation)

The data package should contain the following:

- A catalog of models and tools provided according to any DR or SOW on this contract shall be developed which contains the following:
 - Unique name of item
 - Version number, revision number, or release date as appropriate
 - Abstract which describes purpose or use of item
 - Location of electronic copy (i.e. VMDB)
- Models and tools to be submitted include:
 - Models and tools developed/used in performance of this contract, but no other DRD shall be delivered in accordance with this DRD.
 - Models which are delivered per requirements contained in any other DR on this contract shall not be redelivered for this DR. However, each shall still be documented appropriately.
- Supporting documentation for the use of each item, including those submitted per other DRDs on this contract where that DRD doesn't require it, shall be submitted. The documentation shall include, at a minimum, the following information:
 - Purpose of the model or tool
 - Inputs required
 - Governing assumptions or constraints, including definition of the Vehicle configuration if pertinent to the model definition or its use
 - Model or tool certification history, including description of validation methods used and results of correlation activities
 - Association with other models
 - For models, necessary tools such as a specific software modeling environment required to operate the model
 - For tools, necessary platforms such as computer processor requirements or operating system limitations
- Data Items, for example, websites and internal work instructions developed for this contract that contains the following:
 - Unique name of item
 - Version number, revision number, or release date as appropriate

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- Abstract which describes purpose or use of item
- Location of electronic copy (TBD)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- Data package containing the following:
 - Labor resources:
 - List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)
 - An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
 - Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
 - The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.
 - Seniority level of all skills on the current contract
 - Non-labor resources:
 - List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
 - Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.
 - The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
 - Equipment (additional information to that listed in #2, a., above):
List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
 - Description of the equipment (include make and model #)
 - Location of the equipment (address, building and room #)
 - Date purchased
 - Purchase price of the equipment
 - Current depreciated value of the equipment

MAINTENANCE – All models/tools and data items shall be maintained electronically. All documentation developed to support the use of each model/tool and data items shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

REMARKS: It is only intended that unique models and tools developed for the JIMMS Program be delivered per this DRD. Unmodified commercially available tools should not be delivered, but must be referenced in the supporting documentation.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|--|--|--|
| 1. DRD Title JIMMS Lessons Learned Documentation | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 19 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Capture of lessons learned documentation for process improvement. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Lessons Learned Documentation shall be provided for projects and activities performed under the contract as directed by the COTR. Lessons Learned Documentation may pertain to any aspect of a project or activity, and should include recommendations for future process improvements. Lessons Learned Documentation shall typically consist of recommendations for improved approaches to service delivery, problem avoidance, technology evaluation and selection, etc.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|--|--|---|
| 1. DRD Title HURRICANE/SEVERE WEATHER/EMERGENCY PLAN | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 20 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To provide a plan for the protection of personnel, facilities, equipment and other assets from the effects of hurricanes and severe weather. | | 5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) JSC Hurricane and Severe Weather Plan | 7. Interrelationships (e.g., with other DRDs) (Optional) | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

The contractor shall prepare and maintain a hurricane/severe weather plan prescribing measures to be taken for the protection of assets from the effects of hurricanes and other severe weather. This plan complements the JSC Hurricane and Severe Weather Plan and should conform to the recommendations in that plan. The Contractor shall describe other specific actions to implement this plan and mitigate the potential damage to facilities, equipment and other assets. The plan must set forth a program of informing contractor and other personnel occupying contractor-managed facilities at JSC and contractor operated facilities off site of the dangers associated with severe weather and their responsibilities in implementing the plan.

The contractor shall create and maintain an emergency/severe weather contact roster of individuals with decision and implementation authority to carry out elements of the plan including preparations, shutdown, re-start and recovery phases.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|-------------------------------------|-------------------------|----------------------|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| Wage/Salary and Fringe Benefit Data | | 21 | NNJ04JA52C |

4. USE (Define need for, intended use of, and/or anticipated results of data)

The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor and to assist in the monitoring of Service Contract Act compliance.

| | | | |
|---|--|--|--------------------------------|
| 5. DRD Category: (check one) | <input type="checkbox"/> Technical | <input checked="" type="checkbox"/> Administrative | <input type="checkbox"/> SR&QA |
| 6. References (Optional) | 7. Interrelationships (e.g., with other DRDs) (Optional) | | |
| | FAR 52.222-41 | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Comment [Insert4]:

DISTRIBUTION: BJ2/Contracting Officer
BA2/Contract Labor Relations Officer

INITIAL SUBMISSION: Start date of contract, at end of phase-in.

SUBMISSION FREQUENCY: Annually, 90 days prior to the anniversary date of the contract.

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit a SF 98 to the Department of Labor, Wage and Hour Division.

APPLICABLE DOCUMENTS: None

CONTENTS: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefits for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three copies of each Collective Bargaining Agreement are required.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A)

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|---|---------------------------------------|--|--|
| 1. DRD Title Reports, Onsite Contractor (Headcount) | 2. Date of current version 7/23/03 | 3. DRL Line Item No. 22 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Provide NASA with the number of contractors On-site. | | 5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |

8. Preparation Information (Include complete instructions for document preparation)

(1) The Contractor shall report the number of on-site contractors (headcount) by company. This includes all subcontractors, if on site

(2) This data shall be provided as of the last day of each contract quarter or as requested by the CO.

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

| | | | |
|--|---|--|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| S&MA Lessons Learned | 7/31/2003 | 23 | NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Obtains Lessons learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS) ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office | | | |
| 5. DRD Category: (check one) | | | |
| <input type="checkbox"/> Technical | <input type="checkbox"/> Administrative | <input checked="" type="checkbox"/> SR&QA | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalized to the greatest extent practical on unique successes.

Frequency of submission. 30 days after triggering event or 30 days after mishap investigation or hazard analysis / evaluation is completed.

Distribution.

NT2/Occupational Safety Branch (1 electronic copy including photographs, drawings, etc., in web-ready format such as HTML or JPG)

Contracting Officer's Technical Representative (COTR) (1 copy)

Content:

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative of what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation - as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> for definitions of terms use

ADDITIONAL DATA REQUIREMENT

In addition to providing the data, referenced in this DRD, as specified above, the data shall also be provided electronically in Open Format. For purposes of this DRD, "Open Format" is defined as a format for an electronic data file that is non-proprietary. Examples of non-proprietary data file formats include: comma delimited, tab delimited, text and rich text formats.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

| | | | |
|--|-------------------------|--|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| Monthly Safety and Health Metrics | 7/31/2003 | 24 | NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office | | | |
| 5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA | | | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

Frequency of submission. Monthly by 10th of month following month being reported.

Distribution.

NT2/Occupational Safety Branch (2 copies)

SD26/Occupational Health Officer (1 copy)

Contracting Officer's Technical Representative (COTR) (1 copy)

Format: electronic to NT2, SD26; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word.

Definitions. Refer to JPG 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is limited to the JSC-administered establishments of Houston Texas at NASA Parkway; Sonny Carter Training Facility; and Ellington Field.

Content.

I. Management Commitment and Employee Involvement.

| Date of Management Safety Committee Meeting | | Type/Title of Meeting | No. of Managers attending | | No. of supervisors attending | | No. of non-supervisory attending | |
|---|--------------|-----------------------|---------------------------|--------------|------------------------------|--------------|----------------------------------|--------------|
| This month | Year to date | | This month | Year to date | This month | Year to date | This month | Year to date |
| | | | | | | | | |

Include electronic copies of minutes or representative information

| No. of Employee Safety Meeting | | Type/Title of Meeting | No. of Employees attending | | No. of managers/supervisors attending | |
|--------------------------------|--------------|-----------------------|----------------------------|--------------|---------------------------------------|--------------|
| This month | Year to date | | This month | Year to date | This month | Year to date |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Include electronic copies of minutes or representative information

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

II. Worksite Analysis. Refer to JPG 1700.1 for definitions of terms.

| Division | No. of Hazard Analyses | | | | No. of Job Safety Analyses | | | | No. of Routine Inspections | | | |
|----------|------------------------|--------------|------------|--------------|----------------------------|--------------|------------|--------------|----------------------------|--------------|------------|--------------|
| | Required | | Performed | | Required | | Performed | | Required | | Performed | |
| | This month | Year to Date | This month | Year to Date | This month | Year to Date | This month | Year to Date | This month | Year to Date | This month | Year to Date |
| | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

| No. of Hazards found | | | No. of Hazards closed <30 days | | | No. of Hazards open <30 days | No. of Hazards open >30 days | | | No. of Hazards closed >30 days | | | No. of JF1240s in place |
|----------------------|------------|--------------|--------------------------------|------------|--------------|------------------------------|------------------------------|------------|--------------|--------------------------------|------------|--------------|-------------------------|
| Prior to month | This month | Year to date | Prior to month | This month | Year to date | | Prior to month | This month | Year to date | Prior to month | This month | Year to date | |
| | | | | | | | | | | | | | |

Attach copies (electronic ok if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

| Course Title | No. to be Trained | No. Trained | On Schedule |
|--------------|-------------------|-------------|-------------|
| | | | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

| | | | |
|--|--------------------------------------|--|--|
| 1. DRD Title Property Financial Reporting | 2. Date of current version 8/1/03 | 3. DRL Line Item No. 25 | RFP/Contract No. (Procurement completes) NNJ04JA52C |
| 4. Use (Define need for, intended use of, and/or anticipated results of data) To report NASA Property in the custody of contractors on both a quarterly and annual basis. | | 5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA | |
| 6. References (Optional) Procurement Information Circular (PIC) 03-14 NASA FAR Supplement Subpart 1845.7101 | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Submission:

- a. The due dates for the Property Financial Reporting quarterly submissions are as follows:
 - July 21 for the quarter ending June 30th
 - October 15 for the quarter ending September 30th
 - January 21 for the quarter ending December 31th
 - April 21 for the quarter ending March 31th
- b. The due date for the Financial Property annual submission (NASA Form 1018) is November 30th
- c. The quarterly and annual reports shall be submitted electronically.

Data Preparation:

- a. Scope - Quarterly reporting shall be in compliance with NASA PIC 03-14. Annual reporting shall be in compliance with NASA FAR Supplement Subpart 1845.7101.
- b. Content:
 - (1). Quarterly Property Financial Reports are required to be submitted using the spreadsheet located at the URL referenced in paragraph 5.c below.
 - (2). Annual reports are required to be submitted using the NASA Form 1018. The annual report provides financial data on government-furnished and contractor-acquired property to which NASA has title. Contractors shall report on all NASA-owned property in US dollars (regardless of the location), including real property and equipment, special test equipment, special tooling, and agency peculiar property greater or equal to \$100,000, as well as materials and contract work in process of any value in their possession (including subcontractors). Negative reports are required. This reporting shall be completed in accordance with the NASA FAR Supplement Subpart 1845.7101 and any supplemental guidance provided by the contracting officer.
 - (3). Acquisition costs shall be developed using actual costs to the greater extent possible, especially costs directly related to fabrication such as labor and materials. Where estimates are used, there must be a documented basis. Supporting documentation shall be maintained and available for all amounts reported.
 - (4). Items that are considered obsolete in the plant clearance cycle or heritage assets must be reported separately. Obsolete property is property for which there are no current plans for use in their intended purpose. Examples of obsolete property are items in configurations which are no longer required or used by NASA or items held for engineering evaluation purposes only. NASA may have approved the retention of these items for programmatic reasons even though they have no current plans to be used.
 - (5). Quarterly Report General Instructions:
 - SUMMARY TAB - Complete a summary of property activity for the reporting period. Normally, the period would be defined as one quarter (3 months). However, for the first data call, the period is the first 3 quarters of Fiscal Year (FY) 2003, October 1, 2002 - June 30, 2003. Identify any amounts of obsolete, plant clearance, or heritage asset items in columns F-H.
 - ADJUSTMENTS TAB - List all adjustments (with explanation) that were reported in column B of the summary. Complete all fields where applicable.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

EQUIPMENT TRANSACTIONS TAB - List all transactions {additions, deletions, or modifications of equipment, (including software)} accountable to this contract. For the purpose of this exercise, equipment includes general purpose, special test, special tooling, and agency peculiar property greater or equal to \$100,000. Complete all fields. The total of these items should equal columns C and D for lines 5 through 8 on the summary (tab one).

MATERIALS>=\$100K TAB - Provide a listing of all materials with a unit price of \$100,000 or more. Complete all fields. The total of these items should equal column E of line 10 on the summary (tab one).

CONTRACT WIP TAB - Provide a listing (including description of item(s) and related NASA program) of all Work In Process (WIP), which includes both construction in progress and contract work in process projects which have accumulated costs of \$100,000 or more. WIP consist of property items under development (i.e., not completed) and includes the costs of all WIP regardless of value for all categories of property, including real property, all types of equipment and material, as well as WIP for International Space Station and Space Shuttle components. Do not include the costs of WIP for other assets destined for permanent operation in space such as satellites and space probes and their components. If WIP amounts are not calculated by individual project, provide program, types of items and methodology for determining values. The total of these items should equal column E of line 11 on the summary (tab one).

HERITAGE ASSETS TAB - Include a listing of all heritage assets (any value) as of the end of the reporting quarter. Include all attributes listed.

EQUIPMENT SEPTEMBER 30, 2002 TAB - (For the June 30, 2003, submission only) Include a listing of all equipment (general purpose, special test, special tooling, and agency peculiar) that was greater or equal to \$100,000 which you reported as of September 30, 2002. Totals should be equal to the beginning balance on column A of the summary (tab one). Include all attributes listed.

c. **Format:**

Use NASA Form 1018 for the annual submission. The spreadsheet located at URL address <http://www.hq.nasa.gov/office/procurement/regs/PIC%20Attachment%20Quarterly%20Property.xls> must be used for the quarterly submissions (Note: Use Internet Explorer to access the spreadsheet)

d. **Distribution:**

The annual NASA Form 1018 shall be filed electronically through the NASA Form 1018 Electronic Submission System (NESS). The quarterly submission shall be filed electronically to NASAContractorProperty@nasa.gov and the JSC Delegated Property Administrator.

e. **Maintenance:**

Revisions shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

| | | | |
|--|-------------------------|--|--|
| 1. DRD Title | 2. Current Version Date | 3. DRL Line Item No. | RFP/Contract No. (Procurement completes) |
| Safety and Health Program Self Evaluation | 7/31/2003 | 26 | NNJ04JA52C |
| 4. USE (Define need for, intended use of, and/or anticipated results of data) | | | |
| Self evaluation of Contractor's safety and health program performance. | | | |
| 5. DRD Category: (check one) | | | |
| <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA | | | |
| 6. References (Optional) | | 7. Interrelationships (e.g., with other DRDs) (Optional) | |
| JPG 1700.1 (as revised) | | | |
| 8. Preparation Information (Include complete instructions for document preparation) | | | |

1. The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
2. Information required:
 - 2.a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.
 - 2.b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
 - 2.c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
 - 2.d. The goals and objectives of the Contractor safety and health program for the next report period.
 - 2.e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in JPG 1700.1, Parts 1 – 4. For more information on OSHA Voluntary Protection Program requirements see the Federal Register Notice 65:45649-45663, July 24, 2000.
 - 2.f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
3. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.
4. Report due September 30th of each year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

ATTACHMENT J-4

JIMMS ACRONYM LIST

| | |
|--------|---|
| ACR | Audio Control Room |
| ADSC | Application Development Support Contract |
| A/G | Air-To-Ground Circuits |
| ANSI | American National Standards Institute |
| ASP | Active Server Pages |
| ASQC | American Society for Quality Control |
| | |
| CAD | Computer-Aided Drafting |
| CAGP | Contractor Accountable Government Property |
| CATV | Cable Television |
| CD | Compact Disk |
| CIO | Chief Information Officer |
| CO | Contracting Officer |
| CONUS | Continental United States |
| COSS | Center Operations Support Services |
| COTR | Contracting Officer's Technical Representative |
| COTS | Commercial Off-The-Shelf |
| CM | Configuration Management |
| CMM | Capability Maturity Model |
| CPAF | Cost Plus Award Fee |
| CR | Change Request |
| C/S | Client Server |
| CSO | Customer Support Office |
| CSS | Customer Service System |
| | |
| DAT | Digital Audio Tape |
| DBA | Database Administration |
| DIL | Digital Imaging Laboratory |
| DBMS | Database Management System (rdbms for relational) |
| DD | Department of Defense (form) |
| DDMS | Design and Data Management System |
| DRD | Data Requirement Description |
| DSSSC | Data Systems Services Support Contract |
| DVD | Digital Versatile Disc |
| | |
| EDCATS | Education Computer-Aided Tracking System |
| EDCC | Engineering Drawing Control Center |
| EDMS | Electronic Data Management System |
| EDRS | Engineering Drawing Review System |
| EIS | Electronic Information System |
| EPP | Engineering Project Plan |

FAR Federal Acquisition Regulation
 FRC Federal Records Center
 FY Fiscal Year

GOCO Government Owned Contractor Operated
 GOTS Government Off-The-Shelf
 GSA General Services Administration

HDTV High Definition Television
 H/W Hardware
 HTML Hypertext Mark-Up Language

IAGP Installation Accountable Government Property
 ID Identification
 IDIQ Indefinite Delivery Indefinite Quantity
 ICC International Color Consortium
 IMPASS Imagery, Media and Public Affairs Support Services
 IPP Institutional Provided Property
 IRD Information Resources Directorate
 ISC Information Service Center
 ISO International Standards Organization
 ISS International Space Station
 IT Information Technology
 ITA Internal Task Agreement

JIMMS Johnson Space Center (JSC) Information Management
 and Media Services
 JETS JSC Enabling Technology Services
 JDMS JSC Directives Management System
 JPD JSC Policy Directive
 JPEG Joint Photographic Engineering Group
 JPG JSC Procedures and Guidelines
 JSC Johnson Space Center

M&O Maintenance and Operations
 MCC Mission Control Center
 MIPL Mission Imagery Products List
 MOU Memorandum of Understanding
 MPEG Motion Picture Experts Group
 MRPA Master Record and Playback Area
 MS Microsoft
 MSDS Material Safety Data Sheets
 MSP Mission Support Plan

NACB Network Access Control Board
 NACC NASA ADP Consolidation Center
 NASA National Aeronautics and Space Administration
 NEEIS NASA Education Evaluation Information System
 NEMS NASA Equipment Management System

NIEMS NASA institutional environment management
NISN NASA Integrated Systems Network
NPD NASA Policy Directive
NPG NASA Procedures and Guidelines
NTSC National Television Standards Committee

ODIN Outsourcing Desktop Initiative for NASA
OEM Original Equipment Manufacturer
ORC Operational Readiness Check
ORR Operational Readiness Review
OSHA Occupational Safety and Health Administration

PAO Public Affairs Office
PCR Program Control Room
PDF Portable Document Format
PEB Performance Evaluation Board
PKI Public Key Infrastructure
PM Preventative Maintenance

QTR Quarter
QMS Quality Management System

RA Registration Authority
RFP Request For Proposal
ROM Rough Order Of Magnitude/Read Only Memory

SCIAD Science Advisor
SIP Shuttle imagery plan
S/G Space-To-Ground Circuits
S/W Software
SAN Storage Area Network
SB Small Business
SBA Small Business Administration
SDB Small Disadvantaged Business
SEI Software Engineering Institute

SF Standard Form
SOW Statement Of Work
SR Service Request
SSPP System Safety Program Plans
STIC Scientific and Technical Information Center
SVAS Signal Validation and Adjustment System
SVCD Super Video Compact Disk
SWBT Southwestern Bell Telephone
SWF Shockwave File

TBD To Be Determined
TCP Transmission Control Protocol
TDF Tape Duplication Facility

UHCL University of Houston – Clear Lake
USC United States Code

VCC Video Control Center
VCD Video Compact Disc
VCR Video Cassette Recorder
VDRPS Video Downlink Record and Playback
VIP Very Important Person
VM/ESA Virtual Machine/Enterprise System Architecture
VPL Video Processing Lab
VPP Voluntary Protection Program
VTC Video Teleconference

WBS Work Breakdown Structure
WML Wireless Mark-Up Language
WWW World Wide Web

XML Extensible Mark-Up Language
XHTML Transition of HTML to XML

YTD Year To Date

JSC ORGANIZATIONS

AA Office of the Center Director
AG Office of the Chief Engineer
AH Human Resources Office
AJ Equal Opportunity Programs Office
AL Legal Office
AP Office of Public Affairs
AQ ISO 9000 Office
BA Business Management Directorate
CA Flight Crew Operations Directorate
DA Mission Operations Directorate
EA Engineering Directorate
HA Technology Transfer and Commercialization Office
IA Information Resources Directorate
JA Center Operations Directorate
LA Office of the Chief Financial Officer
MA Space Shuttle Program
NA Safety, Reliability, and Quality Assurance Office
QA/NQ HEDS Independent Assurance Office

Contract # NNJ04JA52C JSC Information Management and Media Services Attachment J-4
QA International Space Station Program
RA White Sands Test Facility
SA Space and Life Sciences Directorate
TA Space Operations Management Office
XA EVA Projects Office

ATTACHMENT J-4

DEFINITIONS

Audio Control Room (ACR) - This room contains all the audio control equipment associated with producing live television and coordinating press conferences, live interviews, and other events. This facility serves as the Agency-wide hub for NASA multi-center press events and supports the audio for in-flight events.

Color Management System - A system by which accurate color reproduction can be implemented across many devices and systems.

Community/Internal Events – Events where JSC is an active participant (e.g. JSC Open House, Houston Rodeo).

Customer Service System (CSS) – Web-based application, managed and maintained by the Information Resources Directorate, which provides an electronic vehicle for requesting certain IRD products and services.

Customer Org – Organization code of the organization that funds and manages development.

Dial-in – Computer networking that relies on communication through ordinary telephone lines via MODEM.

Digital Betacam – A digital videotape format.

Editing Suites - These rooms provide the production facilities for creating video productions.

E-learning – Method of producing and distributing interactive programming for educational purposes.

Features – Special stories about JSC and contractor employees, events, and other stories of interest.

Graphic Products Basic – Any graphics project less than 10 hours.

Graphic Products Complex – Any graphics project more than 10 hours.

Hybrid - Photographic – Conventional wet chemical photographic paper that has been exposed with digital printing devices.

Information Service Center (ISC) - The ISC serves as a storage, assembly and distribution point for a variety of printed products. Materials contained in this room include lithographs of human spaceflight photos, fact sheets, brochures, posters, and other items used for educational activities, guest tours, and other events. The staff handles responses to incoming general public mail and assembles packages of printed materials for the activities mentioned above.**Internal Task Agreement** – Intracenter agreement between JSC organizations.

JASON Project – The JASON project refers to the JSC provided support to the JASON Foundation for Education that provides a yearly expedition using advanced interactive telecommunications to excite

Contract # NNJ04JA52C JSC Information Management and Media Services Attachment J-4
and engage students in science and technology and provide professional development opportunities for teachers.

JSC – For purposes of this document, JSC will be considered to include the JSC campus, Ellington Field, and the Sonny Carter Training Facility.

JSC Directives Management System (JDMS) – JDMS is a web-based library of JSC Management Directives.

JSC Policy Directive (JPD) – Agency-level policy document. Also known generically as a Management Directive. JPD's are available to the JSC community via the JSC Directives Management System (JDMS).

JSC Procedures and Guidelines (JPG) – Agency-level procedures document. Also known generically as a Management Directive. JPG's are available to the JSC community via the JSC Directives Management System (JDMS).

Kinescope – A method of converting video imagery to film. The device used to convert imagery to film.

Mission Recording and Processing Area (MRPA) – This facility supports all the returned on-board video imagery, as well as institutional and training facilities.

Metadata – Structured Data used in applications, files and databases.

NASA Policy Directive (NPD) – Agency-level policy document. Also known generically as a Management Directive. NPD's are available to the NASA community via the NASA Online Directives Information System (NODIS.)

NASA Online Directives Information System (NODIS) – Web-based library of agency-level Management Directives.

NASA Procedures and Guidelines (NPG) – Agency-level procedures document. Also known generically as a Management Directive. NPG's are available to the NASA community via the NASA Online Directives Information System (NODIS.)

NASA Television – NASA TV is a general use communication tool for NASA that operates much like a cable channel and is similar to CSPAN in its look. It broadcasts on a C-Band satellite. Its principle target audience is the media, cable TV stations, and internal NASA communications.

Network Access Control Board (NACB) – Board managed by the IRD for reviewing and approving changes to JSC networks and associated security policies and controls.

Non-standard Working Shift – A shift other than 8 working hours between, 6AM to 6 PM, Monday through Friday.

Operational Readiness Check (ORC) – A visible or qualitative check of picture quality and functionality of a system as opposed to quantitative measurements to determine if a picture or signal is within specifications, which is considered preventive maintenance.

Operational Readiness Review (ORR) – A review of system readiness prior to its release to production.

Program Control Room (PCR) - This is the live television production control facility in which producers and technical directors choose which video goes out on the NASA TV feed. It is also the central coordinating point for working with mission flight controllers and the PAO commentator in arranging in-flight events and supporting live mission TV.

Preventive Maintenance – Equipment maintenance activities that are performed in order to avoid unscheduled downtime from a component failure.

Projects - Application Development - The design, implementation, and documentation of software development projects based on customer requirements. For purposes of this contract, these are categorized as combinations of small/medium/large efforts and low/medium/high complexity.

Projects – Engineering Development - The design, implementation, and documentation of a system or subsystem based on specific customer requirements. For purposes of this contract these are categorized as small, medium, or large based primarily on logistical scope and then cost as a secondary factor. Examples of each size project are described at the end of this glossary.

Public Key Infrastructure (PKI) – Public Key Infrastructure enables users of public networks, such as the Internet, to securely and privately exchange data through the use of a public and a private cryptographic key pair that is obtained and shared through a trusted authority.

Remedial Maintenance – Maintenance required to return a system, application, or piece of equipment to normal operating condition.

Security Plan – Document conforming to a JSC standard template that identifies a set of computing resources, associated risks, and the security controls required to mitigate unacceptable risks. Key points of contact are included.

Space News ROUNDUP – The “house organ” paper for JSC; is produced and distributed for the JSC and Contractor community.

Sustaining Engineering – Development support required to maintain a piece of equipment or application system at an operational level. Also includes minor enhancements.

Signal Validation and Adjustment System (SVAS) - This is the distribution hub for all video and audio imagery on site at JSC. It includes cable TV distribution, baseband audio and video distribution, and satellite reception and transmission capabilities. This is also where all incoming video and audio sources are monitored and adjusted for quality.

Teague Broadcast Facility - Located in the south end of Building 2 South, this facility includes the ACR, PCR, video editing equipment, live TV production support equipment, and the TV studio.

Tape Duplication Facility (TDF) - In this facility, we do mass duplication of video imagery in a variety of formats. This includes standards conversion from NTSC to PAL and back for distribution to foreign countries.

Tours/Events – Tours may include special guests of the Center Director, congressional personnel, dignitaries from domestic and foreign lands, or educational groups. These tours or events can be typically 2 hours to a full day in length.

Trailer Events – Typically 3 – 4 days where the ISS Trailers (traveling exhibit) is displayed at a venue.

Video Downlink Recording and Playback System (VDRPS) - Recording of all video imagery downlinked for ISS and Shuttle programs—record and playback video downlink. This system supports flight ops/mission control, public affairs. It's designed to record six simultaneous downlinks at once, primarily on an IT-based system.

Video Processing Lab (VPL) - This facility is where simple editing support for HDTV, digitizing motion imagery to video CDs and DVDs, and any non-routine video processing is done.

Projects range from simple ones that involve developing a simple web page or installing a device in a room to large ones that involve installing a system with dozens of connections in multiple rooms or buildings. In general, small projects will have a lower overall cost than large projects and medium projects will fall between these two categories. However, cost is not the only consideration. In most cases, the difference between small, medium, and large projects is generally the logistical scope rather than the particular technology used. Small projects tend to require such things as the finalization and web publishing of existing information, interfacing with a single customer, one or two rooms covered, and a couple of interfaces with the network. Large projects tend to involve more complex integration of application and database services and technologies, multiple rooms, often more than one building, multiple organizations and much more time to coordinate the scheduling of each section to meet completion dates.

SMALL SIZED PROJECTS

1. Application development or support efforts of 500 hours or less (**SOW 5.0**).
2. Running a cable television drop within a building from an existing tap, and installing a television, VCR, and television equipment stand in an office, or test facility. The job also might entail providing an extra tap on the cable backbone within the building, if required. Appropriate safety measures would be taken during the course of the installation including wearing protective equipment if the cable run was thru a ceiling space area that was treated with asbestos. Testing would be conducted and reported to ensure that the cable television signal was an appropriate level and the television equipment is in working order prior to operation by the customer. Manufacturers operating instructions would be provided to the customer. The cable television system drawings would be updated to show the new additions of a drop and tap using standard cable television drawing practices (**SOW 8.0**).
3. Installing a multi-scan projector and ancillary equipment in a conference room. The job would entail selecting the right projector for the environment and providing cabling and interface hardware so that the projector could display laptops or personal computers. A cable television drop, tuner and interactive projection screen would also be installed. In some projects the projector could be ceiling mounted and specification on the mount and electrical power requirements should be provided to the Center Operations Directorate facilities contractor so that they could perform this work. In addition to the projector manufacturers operating instructions, a set of instructions should be created to provide information on the setup of the projector-computer interface for this application (**SOW 8.0**).

MEDIUM SIZED PROJECTS

1. Application support efforts of greater than 500 hours and less than 1500 hours (**SOW 5.0**).
2. A two (2) camera video monitoring system is required to view test articles in a small vacuum chamber used to test flight hardware. Approval should be obtained from the Test Facility management board on the suitability of the selected video components to operate in the vacuum chamber environment by submitting a test data package validating the performance. The camera's signals shall be distributed over the test facility cable television system by adding modulators, and distributed through the existing baseband switching system to video recorders. The video signals shall also have Greenwich Mean Time (GMT) superimposed, and GMT recorded as an IRIG-B coded signal on an audio channel (**SOW 8.0**).

3. Establish a television network interface between a JSC test facility and the Video Control Center in building 8 using new fiber optic cables. The fiber optic interface will be used to transport serial digital interface (SDI) signals, and terminate into the central routing matrix in building 8 (SOW 8.0).
4. Same requirements as small sized project no. 3, with the addition of the installation and configuration of one or more relatively straightforward COTS applications (SOW 5.0 & 8.0).

LARGE SIZED PROJECTS

1. Application support efforts of 1500 or more hours (SOW 5.0).
2. Upgrade the Center's security video monitoring system by providing fifteen extra cameras at various perimeter locations at the Center. Establish network connections from the video monitoring systems at Ellington Field and the Sonny Carter Training Facility (SCTF) so that the video signals can be viewed in the Emergency Operations Center in building 30. Perform a cost trade-off/performance analysis on potential network solutions such as leasing video lines, building a dedicated microwave link, compressing the video and running it over the JSC computer backbone or establishing a dedicated computer backbone leg (SOW 8.0).
3. Install a video teleconferencing (VTC) system into an existing large conference room. The room system shall interface directly with an ISDN line. The room system shall be designed with a comprehensive control system that can control the major features of the room such as camera movement, video source selections, and audio level controls. Provide the capability to transmit PC generated signals over the VTC link. Provide a graphics camera for sending pictures of hardcopy material. The audio system shall be capable of operating as a teleconference only item when required (SOW 8.0).

APPLICATION PROJECT COMPLEXITY

Application projects (SOW 5.0) may be characterized as low, medium, and high complexity, in addition to the small, medium, and large designation:

- **Low Complexity** refers to application support efforts that typically involve the maintenance of a web site for publishing information that is already in a presentation or near-presentation form. Integration with a database or other application services is not required.
- **Medium Complexity** typically involves the integration of database technology with an application front-end, but not complex transaction processing or workflow.
- **High Complexity** efforts are those that typically entail database integration, script development in support of business processing or advanced interface features (i.e., Flash and Java), interfacing with non-application technologies (i.e., interfacing to a badge reader), or advanced communications capabilities.

MULTIMEDIA PROJECT COMPLEXITY

Multimedia projects (SOW 8.0) may be characterized as low, medium, and high complexity, in addition to the small, medium, and large designation:

- **Low Complexity** projects are those that usually do not require significant planning, design or engineering and can readily be accomplished and adequately documented by an installation crew. Examples are: a project to provide or relocate a television and video player plus provide a connection to the cable TV system; a project to reverse the signal direction of a baseband video signal fiber path.
- **Medium Complexity** projects are those that require some degree of planning, design and engineering. Examples are: a project to install a multimedia projector in a conference room and provide a hardwired interface for computers or video players; a project to incorporate a minor modification, such as improved recording capability, to a test facility video system; a project to install and configure a small addition to the baseband video or support audio distribution systems.
- **HIGH COMPLEXITY PROJECTS ARE THOSE THAT REQUIRE EXTENSIVE PLANNING, DESIGN AND ENGINEERING. EXAMPLES ARE: A PROJECTS BUILD A COLLABORATIVE CONFERENCE ROOM AUDIO VISUAL SUPPORT SYSTEM WITH AN INTEGRATED TOUCH-SCREEN CONTROL CAPABILITY; A PROJECT TO UPGRADE A VIDEO CONTROL ROOM WITH NEW PRODUCTION AND SWITCHING EQUIPMENT; A PROJECT TO PROVIDE A NUMBER OF NEW SECURITY VIDEO CAMERAS AND ROUTE THE SIGNALS TO A CENTRAL RECORDING AND MONITORING POINT.**

APPLICATION LIFE CYCLE PHASES

- **Planning** requirements gathering and specifications documentation
- **Development** design, implementation/integration
- **Sustaining** operations and retirement

General requirements for all projects include the performing and documenting acceptance testing, updating or generating engineering drawings that depict the configuration of the system, including documenting the software installed on a system. Computer Security plans are required for all projects that have computers connected to the network. Ancillary services, performed by other contractors, that are part of a project such as installing telephones, network hubs, environmental services, and facility modifications must be coordinated by the JIMMS contractor and documented in the project plans. All projects require submittal of a final report to NASA including a description of the work performed, when it was performed, and the cost of implementation.

J-6 Technical Library

JIMMS Technical Library

Documents are provided for reference.

Note: IRD was previously the Information Systems Directorate (ISD)

| | |
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| <u>Form 634</u> | Structured Fee Approach |
| <u>CMM MODEL</u> | SEI LEVEL 3 CMM MODEL |
| <u>Facility Manager Duties</u> | Typical Duties of all Facility Managers |
| <u>JA01-060</u> | JSC ANNOUNCEMENT - POLICY ON USE OF NASA INFORMATION TECHNOLOGY |
| <u>JMI 1620.1</u> | ESTABLISHMENT OF SECURITY AREAS @ JSC |
| <u>JMI 2314.2</u> | Identifying and Processing JSC Scientific, Technical, and Administrative Documents |
| <u>JMI 8610.3</u> | SPACE SHUTTLE IN FLIGHT HEALTH CARE AND REPORTING POLICY |
| <u>JMI 8800.4</u> | HAZARDOUS WASTE MINIMIZATION PROGRAM |
| <u>JPD 1382.1</u> | RELEASE OF INFORMATION TO NEWS MEDIA |
| <u>JPD 1382.4</u> | FREEDOM OF INFORMATION ACT (FOIA) |
| <u>JPD 1385.1</u> | OFFICIAL JSC PUBLIC SPEAKING ENGAGEMENT |
| <u>JPD 1387.1</u> | JSC PUBLIC EXHIBITS PROGRAM |
| <u>JPD 1410.1</u> | JSC Directives System |
| <u>JPD 2200.1</u> | Release of JSC Scientific and Technical Information to External Audiences |
| <u>JPD 2800.1</u> | JSC Information Technology Program |
| <u>JPD 2800.4</u> | JSC Information Technology (IT) Program Management |
| <u>JPD5335.1E</u> | |
| | JSC Quality Policy |
| <u>JPD 8820.3</u> | Facility Configuration Management Program |
| <u>JPG 1410.2</u> | JSC Directives System Procedures and Guidelines |
| <u>JPG 1440.3</u> | JSC FILE AND RECORDS MANAGEMENT PROCEDURES |
| <u>JPG 2810.1</u> | JSC Information Technology (IT) Security Handbook |
| <u>JPG 1700.1</u> | SAFETY AND TOTAL HEALTH HANDBOOK |
| <u>JPG 5151.2</u> | JSC SUPPORT CONTRACTOR PROCEDURES AND GUIDELINES |
| <u>JPG 5322.1</u> | Contamination Control Requirement Manual |

J-6 Technical Library

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| <u>JPG5335.3</u> | JSC Quality Manual |
| <u>JPG 8500.4</u> | ENGINEERING DRAWING SYSTEM MANUAL |
| <u>JPG 8621.1</u> | LYNDON B. JOHNSON SPACE CENTER CONTINGENCY ACTION PLAN |
| <u>JSC 26648</u> | JSC INFORMATION TECHNOLOGY USER SECURITY GUIDE |
| <u>JSC 27678</u> | Organizational Master List Instructions |
| <u>JSC 27832</u> | QMS ELECTRONIC DOCUMENT REPOSITORY INTERFACE CONTROL DOCUMENT |
| <u>JSC 27834</u> | QMS ELECTRONIC DOCUMENT REPOSITORY PROCEDURES |
| <u>JSC 27877</u> | ISD MISSION SUPPORT PLAN |
| <u>JSC 28861</u> | Executive Correspondent Control Officer Procedures |
| <u>JSC 27877</u> | ISD Mission Support Plan |
| <u>JSC 29173</u> | ISD CONFIGURATION MANAGEMENT PLAN |
| <u>JSC 29306</u> | DOCUMENT AVAILABILITY AUTHORIZATION (DAA) PROCEDURES |
| <u>JSC 29638</u> | ISD SERVER OPERATIONS MANAGEMENT PLAN |
| <u>JSC 29829</u> | JSC PKI Procedures |
| <u>JSC 49666</u> | JSC Electronic Document Management System (EDMS) |
| <u>NASA Graphics Standard</u> | NASA GRAPHICS STANDARD |
| <u>36 CFR, XII, Subchapter B</u> | NATIONAL ARCHIVES AND RECORDS ADMINISTRATION |
| <u>NASA SP7084</u> | GRAMMAR, PUNCTUATION, AND CAPITALIZATION (A HANDBOOK FOR TECHNICAL WRITERS AND EDITORS) |
| <u>NPD 1382.17</u> | Privacy Act - Internal NASA Direction in Furtherance of NASA Regulation |
| <u>NPD 1383.2</u> | NASA Assistance to Non-Government, Entertainment-Oriented, Motion Picture, Television, Video and Multimedia Production/Enterprises, and Advertising |

J-6 Technical Library

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| <u>NPD 1440.6</u> | Records Management |
| <u>NPD 1446</u> | NASA RECORDS MANAGEMENT |
| <u>NPD 1490.1</u> | NASA Printing, Duplicating, Copying, Forms, and Mail Management |
| <u>NPD 2200.1</u> | Management of NASA Scientific and Technical Information (STI) |
| <u>NPD 2810.1</u> | SECURITY OF INFORMATION TECHNOLOGY |
| <u>NPD 4300.1</u> | NASA PERSONAL PROPERTY DISPOSAL POLICY |
| <u>NPG 1441.1</u> | RECORDS RETENTION REPORTING SCHEDULE |
| <u>NPG 1490-5</u> | NASA Procedural guidance for Printing, Duplicating, and Copying Management |
| <u>NPG 1620.1</u> | SECURITY PROCEDURES AND GUIDELINES |
| <u>NPG 2200.2</u> | Guidelines for Documentation, Approval, and Dissemination of NASA Scientific & Technical Information |
| <u>NPG 2810.1</u> | NASA PROCEDURES AND GUIDELINES |
| <u>JMI 4200.3</u> | EQUIPMENT MANAGEMENT MANUAL FOR PROPERTY CUSTODIANS |
| <u>NPG 4300.1</u> | NASA Personal Property Disposal and Procedures Guideline |
| <u>NPG 7120.5</u> | Program and Project Management Processes and Requirements |
| <u>NPG 8715.3</u> | NASA SAFETY MANUAL |
| <u>NPG 9501.2D</u> | NASA Contractor Financial Management Reporting |
| <u>MOA46</u> | Facility MOA for Building 46 |
| <u>NASA-STD2804</u> | Minimum Interoperability Software Suite |
| <u>NASA-STD2804 Comp</u> | Minimum Interoperability Software Suite Compendium |
| <u>NASA-STD-2805</u> | Minimum Hardware Configurations |
| <u>RAOps6v(2.3)</u> | NASA PKI Registration Authority (RA) Operations Manual for 6.0 Entrust Infrastructure |
| <u>RASvsAdm6EntrustInfra v3 1</u> | NASA PKI Registration Authority (RA) System Administrator Operations Manual for 6.0 Entrust Infrastructure |
| <u>SP-1998-7501</u> | NASA Thesaurus |

J-6 Technical Library

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| <u>SP-1999-7602</u> | Publications Guide for Authors |
| <u>SP-1999-7084</u> | GRAMMAR, PUNCTUATION, AND CAPITALIZATION |
| <u>http://www.education-world.com/</u> | National Education Standards |
| ICC BEST PRACTICES | |
| <u>3006-8-011</u> | Best Practices for Preparing and Submitting Electronic Design and Pre-Press Files |
| <u>GPO 300.6</u> | The GPO Preflight Guide to Professional Graphics Applications |
| <u>GPO 305.1</u> | Government Printing and Binding Regulations |
| <u>GPO 305.3</u> | Printing Procurement Regulation |
| <u>International Color Consortium</u> | |
| <u>Information on Profiles</u> | |
| <u>European Color Initiative (ECI) Guidelines</u> | |

J-6 Technical Library

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|---|-----|--|--|---|------|-------|-----|------|--|--|--|
| STANDARD FORM 98 January 1996 U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION | | NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE <i>(See Instructions on Reverse)</i> | | 1. NOTICE NO. 45847 Memorandum | | | | | | | |
| MAIL TO: Administrator Wage and Hour Division <u>U.S. Department of Labor</u> Washington, DC 20210 | | | 2. Estimated solicitation date (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table> | | | Month | Day | Year | | | |
| | | | Month | Day | Year | | | | | | |
| | | | | | | | | | | | |
| | | | 3. Estimated date bids or proposals to be opened Or negotiations begun (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table> | | | Month | Day | Year | | | |
| | | | Month | Day | Year | | | | | | |
| | | | | | | | | | | | |
| 4. Date contract performance to begin (use numerals) Extension <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">09</td> <td style="text-align: center;">01</td> <td style="text-align: center;">06</td> </tr> </table> | | | Month | Day | Year | 09 | 01 | 06 | | | |
| Month | Day | Year | | | | | | | | | |
| 09 | 01 | 06 | | | | | | | | | |
| 5. PLACE(S) OF PERFORMANCE Harris County, TX | | | | | | | | | | | |
| 6. SERVICES TO BE PERFORMED (describe) II: JSC Information Management and Media Services Contract Period: 09/01/06 to 08/31/07 | | | | | | | | | | | |
| 7. INFORMATION ABOUT PERFORMANCE A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed | | | | | | | | | | | |
| 8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE | | | | | | | | | | | |
| a. Name and address of incumbent contractor Tessada & Associates P.O. Box 58807 Houston, TX 77258 | | | b. Number(s) of any wage determination(s) in incumbent's contract WD 94-2516 | | | | | | | | |
| c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). Important: Attach copies of current applicable collective bargaining agreements None | | | RESPONSE TO NOTICE <i>(by Department of Labor)</i> A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. WD 94-2516, Rev 28 B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect. | | | | | | | | |
| 9. OFFICIAL SUBMITTING NOTICE | | | | | | | | | | | |
| SIGNED: Original signed by | | | DATE 07/11/06 | | | | | | | | |
| TYPE OR PRINT NAME | | | TELEPHONE NO. | | | | | | | | |

J-6 Technical Library

Connie R. Pritchard

Contract Labor Relations Officer

281-483-4121

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT
AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.

NASA Johnson Space Center

Connie R. Pritchard, Mail Code BA2
2101 NASA Parkway
Houston, TX 77058

98-103

C. ☐ From information supplied, the Service
Contract Act does not apply (*see attached
explanation*).

D. ☐ Notice returned for additional information
(*see attached explanation*)

Signed: _____
(*U.S. Department of Labor*)

(*Date*)

COMPUTER-GENERATED

1/96

J-6 Technical Library

SF 98 Request

A12118

JSC Information Management and Media Services

NASA Johnson Space Center

Item 8. a.

NAS 9-97001

InDyne, Inc.
1322 Space Park Drive, Suite C275
Nassau Bay, TX 77058

NAS 9-01122

Scientific Applications International Corporation (SAIC)
2200 Space Park Drive, Suite 200
Houston, TX 77058

NAS 9-97135

Muniz Engineering
16903 Buccaneer Lane, Suite 200
Houston, TX 77058

J-6 Technical Library

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|---|---|--|
| STANDARD FORM 98a February 1973 U.S. DEPARTMENT OF LABOR Employment Standards Administration | NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE (Attachment A) | 11. Notice No. NASA 45847 |
| 12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT Nonexempt/Nonunion: Occupations Included in "DOL Directory" | 13. NUMBER OF EMPLOYEES IN EACH CLASS | 14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED |
| Secretary, I | 1 | GS-4 \$13.64 |
| Secretary, II | 1 | GS-5 \$15.26 |
| Secretary, III | 1 | GS-6 \$17.01 |
| Secretary, IV | 2 | GS-7 \$18.90 |
| Library Technician | 8 | GS-5 \$15.26 |
| Exhibits Specialist, I | 5 | GS-5 \$15.26 |
| Production Control Clerk | 2 | GS-6 \$17.01 |
| General Clerk, I | 2 | GS-1 \$9.90 |
| General Clerk, II | 5 | GS-2 \$11.13 |
| General Clerk, III | 5 | GS-3 \$12.15 |
| General Clerk, IV | 9 | GS-4 \$13.64 |
| Illustrator, I | 3 | GS-5 \$15.26 |
| Illustrator, II | 3 | GS-7 \$18.90 |
| Instructor | 3 | GS-9 \$23.12 |
| Drafter, III | 1 | GS-5 \$15.26 |
| Drafter, IV | 1 | GS-7 \$18.90 |
| Photographer, II | 1 | GS-5 \$15.26 |
| Photographer, III | 2 | GS-7 \$18.90 |
| Photographer, IV | 1 | GS-9 \$23.12 |
| Material Expeditor | 1 | WG-7 \$18.43 |
| Engineering Technician, I | 10 | GS-3 \$12.15 |
| Engineering Technician, II | 13 | GS-4 \$13.64 |
| Engineering Technician, III | 20 | GS-5 \$15.26 |
| Engineering Technician, IV | 1 | GS-7 \$18.90 |
| Computer Operator, II | 1 | GS-5 \$15.26 |
| Computer Operator, III | 5 | GS-6 \$17.01 |
| Computer Operator, IV | 6 | GS-7 \$18.90 |
| Computer Operator, V | 6 | GS-6 \$17.01 |
| Carpenter, Maintenance | 1 | WG-10 \$22.03 |

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| | | |
|----------------------|---|--------------|
| Warehouse Specialist | 1 | WG-5 \$15.64 |
|----------------------|---|--------------|

REGISTER OF WAGE DETERMINATIONS UNDER U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

EMPLOYMENT
STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2516
Revision No.: 28
Date of Last Revision: 05/24/2006

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller, Washington, Wharton

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

| | |
|--|-------|
| 01011 - Accounting Clerk I | 11.45 |
| 01012 - Accounting Clerk II | 12.35 |
| 01013 - Accounting Clerk III | 13.86 |
| 01014 - Accounting Clerk IV | 15.29 |
| 01030 - Court Reporter | 17.73 |
| 01050 - Dispatcher, Motor Vehicle | 15.40 |
| 01060 - Document Preparation Clerk | 12.07 |
| 01070 - Messenger (Courier) | 9.87 |
| 01090 - Duplicating Machine Operator | 12.07 |
| 01110 - Film/Tape Librarian | 11.50 |
| 01115 - General Clerk I | 9.63 |
| 01116 - General Clerk II | 10.80 |
| 01117 - General Clerk III | 12.97 |
| 01118 - General Clerk IV | 14.88 |
| 01120 - Housing Referral Assistant | 19.36 |
| 01131 - Key Entry Operator I | 11.20 |
| 01132 - Key Entry Operator II | 14.32 |
| 01191 - Order Clerk I | 13.36 |
| 01192 - Order Clerk II | 15.24 |
| 01261 - Personnel Assistant (Employment) I | 12.28 |
| 01262 - Personnel Assistant (Employment) II | 13.79 |
| 01263 - Personnel Assistant (Employment) III | 16.50 |
| 01264 - Personnel Assistant (Employment) IV | 17.63 |
| 01270 - Production Control Clerk | 18.50 |
| 01290 - Rental Clerk | 14.34 |

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| | |
|---|-------|
| 01300 - Scheduler, Maintenance | 14.67 |
| 01311 - Secretary I | 14.67 |
| 01312 - Secretary II | 17.73 |
| 01313 - Secretary III | 19.36 |
| 01314 - Secretary IV | 22.76 |
| 01315 - Secretary V | 25.57 |
| 01320 - Service Order Dispatcher | 14.63 |
| 01341 - Stenographer I | 12.72 |
| 01342 - Stenographer II | 15.12 |
| 01400 - Supply Technician | 22.76 |
| 01420 - Survey Worker (Interviewer) | 15.53 |
| 01460 - Switchboard Operator-Receptionist | 10.88 |
| 01510 - Test Examiner | 17.73 |
| 01520 - Test Proctor | 17.73 |
| 01531 - Travel Clerk I | 11.56 |
| 01532 - Travel Clerk II | 12.46 |
| 01533 - Travel Clerk III | 13.33 |
| 01611 - Word Processor I | 11.45 |
| 01612 - Word Processor II | 13.79 |
| 01613 - Word Processor III | 16.27 |

03000 - Automatic Data Processing Occupations

| | |
|--|-------|
| 03010 - Computer Data Librarian | 13.45 |
| 03041 - Computer Operator I | 13.45 |
| 03042 - Computer Operator II | 15.53 |
| 03043 - Computer Operator III | 17.54 |
| 03044 - Computer Operator IV | 22.60 |
| 03045 - Computer Operator V | 23.90 |
| 03071 - Computer Programmer I (1) | 21.12 |
| 03072 - Computer Programmer II (1) | 26.16 |
| 03073 - Computer Programmer III (1) | 27.62 |
| 03074 - Computer Programmer IV (1) | 27.62 |
| 03101 - Computer Systems Analyst I (1) | 27.41 |
| 03102 - Computer Systems Analyst II (1) | 27.62 |
| 03103 - Computer Systems Analyst III (1) | 27.62 |
| 03160 - Peripheral Equipment Operator | 13.45 |

05000 - Automotive Service Occupations

| | |
|--|-------|
| 05005 - Automotive Body Repairer, Fiberglass | 21.26 |
| 05010 - Automotive Glass Installer | 21.68 |
| 05040 - Automotive Worker | 20.91 |
| 05070 - Electrician, Automotive | 22.66 |
| 05100 - Mobile Equipment Servicer | 19.27 |
| 05130 - Motor Equipment Metal Mechanic | 24.53 |
| 05160 - Motor Equipment Metal Worker | 20.91 |
| 05190 - Motor Vehicle Mechanic | 24.53 |
| 05220 - Motor Vehicle Mechanic Helper | 18.48 |
| 05250 - Motor Vehicle Upholstery Worker | 19.84 |
| 05280 - Motor Vehicle Wrecker | 20.91 |
| 05310 - Painter, Automotive | 22.66 |
| 05340 - Radiator Repair Specialist | 22.88 |

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| | |
|---|-------|
| 05370 - Tire Repairer | 14.40 |
| 05400 - Transmission Repair Specialist | 25.17 |
| 07000 - Food Preparation and Service Occupations | |
| (not set) - Food Service Worker | 8.01 |
| 07010 - Baker | 10.04 |
| 07041 - Cook I | 8.65 |
| 07042 - Cook II | 9.33 |
| 07070 - Dishwasher | 8.11 |
| 07130 - Meat Cutter | 12.36 |
| 07250 - Waiter/Waitress | 7.75 |
| 09000 - Furniture Maintenance and Repair Occupations | |
| 09010 - Electrostatic Spray Painter | 16.65 |
| 09040 - Furniture Handler | 11.74 |
| 09070 - Furniture Refinisher | 16.09 |
| 09100 - Furniture Refinisher Helper | 13.74 |
| 09110 - Furniture Repairer, Minor | 15.29 |
| 09130 - Upholsterer | 16.65 |
| 11030 - General Services and Support Occupations | |
| 11030 - Cleaner, Vehicles | 9.12 |
| 11060 - Elevator Operator | 7.39 |
| 11090 - Gardener | 12.14 |
| 11121 - House Keeping Aid I | 7.27 |
| 11122 - House Keeping Aid II | 7.68 |
| 11150 - Janitor | 8.17 |
| 11210 - Laborer, Grounds Maintenance | 9.75 |
| 11240 - Maid or Houseman | 7.27 |
| 11270 - Pest Controller | 12.98 |
| 11300 - Refuse Collector | 9.12 |
| 11330 - Tractor Operator | 11.44 |
| 11360 - Window Cleaner | 8.92 |
| 12000 - Health Occupations | |
| 12020 - Dental Assistant | 14.22 |
| 12040 - Emergency Medical Technician (EMT)/ Paramedic/Ambulance Driver | 12.93 |
| 12071 - Licensed Practical Nurse I | 14.15 |
| 12072 - Licensed Practical Nurse II | 15.88 |
| 12073 - Licensed Practical Nurse III | 17.10 |
| 12100 - Medical Assistant | 11.91 |
| 12130 - Medical Laboratory Technician | 13.90 |
| 12160 - Medical Record Clerk | 13.13 |
| 12190 - Medical Record Technician | 16.02 |
| 12221 - Nursing Assistant I | 7.08 |
| 12222 - Nursing Assistant II | 9.82 |
| 12223 - Nursing Assistant III | 10.62 |
| 12224 - Nursing Assistant IV | 12.40 |
| 12250 - Pharmacy Technician | 13.10 |
| 12280 - Phlebotomist | 13.30 |
| 12311 - Registered Nurse I | 24.51 |

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| | |
|--|-------|
| 12312 - Registered Nurse II | 30.20 |
| 12313 - Registered Nurse II, Specialist | 32.08 |
| 12314 - Registered Nurse III | 37.96 |
| 12315 - Registered Nurse III, Anesthetist | 37.96 |
| 12316 - Registered Nurse IV | 43.48 |
| 13000 - Information and Arts Occupations | |
| 13002 - Audiovisual Librarian | 18.40 |
| 13011 - Exhibits Specialist I | 19.30 |
| 13012 - Exhibits Specialist II | 24.74 |
| 13013 - Exhibits Specialist III | 28.94 |
| 13041 - Illustrator I | 17.60 |
| 13042 - Illustrator II | 22.56 |
| 13043 - Illustrator III | 26.40 |
| 13047 - Librarian | 23.29 |
| 13050 - Library Technician | 12.96 |
| 13071 - Photographer I | 13.93 |
| 13072 - Photographer II | 17.60 |
| 13073 - Photographer III | 22.56 |
| 13074 - Photographer IV | 26.40 |
| 13075 - Photographer V | 30.06 |
| 15000 - Laundry, Dry Cleaning, Pressing and Related Occupations | |
| 15010 - Assembler | 7.98 |
| 15030 - Counter Attendant | 7.98 |
| 15040 - Dry Cleaner | 10.25 |
| 15070 - Finisher, Flatwork, Machine | 7.98 |
| 15090 - Presser, Hand | 7.98 |
| 15100 - Presser, Machine, Drycleaning | 7.98 |
| 15130 - Presser, Machine, Shirts | 7.98 |
| 15160 - Presser, Machine, Wearing Apparel, Laundry | 7.98 |
| 15190 - Sewing Machine Operator | 10.85 |
| 15220 - Tailor | 11.67 |
| 15250 - Washer, Machine | 8.76 |
| 19000 - Machine Tool Operation and Repair Occupations | |
| 19010 - Machine-Tool Operator (Toolroom) | 16.65 |
| 19040 - Tool and Die Maker | 19.20 |
| 21000 - Material Handling and Packing Occupations | |
| 21010 - Fuel Distribution System Operator | 16.33 |
| 21020 - Material Coordinator | 18.50 |
| 21030 - Material Expediter | 18.50 |
| 21040 - Material Handling Laborer | 12.26 |
| 21050 - Order Filler | 10.53 |
| 21071 - Forklift Operator | 12.84 |
| 21080 - Production Line Worker (Food Processing) | 12.84 |
| 21100 - Shipping/Receiving Clerk | 12.43 |
| 21130 - Shipping Packer | 12.43 |
| 21140 - Store Worker I | 9.57 |
| 21150 - Stock Clerk (Shelf Stocker; Store Worker II) | 13.57 |

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| | |
|---|-------|
| 21210 - Tools and Parts Attendant | 13.58 |
| 21400 - Warehouse Specialist | 12.84 |
| 23000 - Mechanics and Maintenance and Repair Occupations | |
| 23010 - Aircraft Mechanic | 23.19 |
| 23040 - Aircraft Mechanic Helper | 18.07 |
| 23050 - Aircraft Quality Control Inspector | 24.21 |
| 23060 - Aircraft Servicer | 20.10 |
| 23070 - Aircraft Worker | 21.18 |
| 23100 - Appliance Mechanic | 16.65 |
| 23120 - Bicycle Repairer | 13.91 |
| 23125 - Cable Splicer | 20.27 |
| 23130 - Carpenter, Maintenance | 18.58 |
| 23140 - Carpet Layer | 15.92 |
| 23160 - Electrician, Maintenance | 25.19 |
| 23181 - Electronics Technician, Maintenance I | 15.91 |
| 23182 - Electronics Technician, Maintenance II | 20.59 |
| 23183 - Electronics Technician, Maintenance III | 24.17 |
| 23260 - Fabric Worker | 15.00 |
| 23290 - Fire Alarm System Mechanic | 17.43 |
| 23310 - Fire Extinguisher Repairer | 14.40 |
| 23340 - Fuel Distribution System Mechanic | 19.17 |
| 23370 - General Maintenance Worker | 15.46 |
| 23400 - Heating, Refrigeration and Air Conditioning Mechanic | 19.17 |
| 23430 - Heavy Equipment Mechanic | 17.43 |
| 23440 - Heavy Equipment Operator | 17.43 |
| 23460 - Instrument Mechanic | 17.47 |
| 23470 - Laborer | 10.14 |
| 23500 - Locksmith | 16.65 |
| 23530 - Machinery Maintenance Mechanic | 19.81 |
| 23550 - Machinist, Maintenance | 20.16 |
| 23580 - Maintenance Trades Helper | 13.58 |
| 23640 - Millwright | 19.48 |
| 23700 - Office Appliance Repairer | 16.65 |
| 23740 - Painter, Aircraft | 18.32 |
| 23760 - Painter, Maintenance | 16.65 |
| 23790 - Pipefitter, Maintenance | 19.33 |
| 23800 - Plumber, Maintenance | 18.87 |
| 23820 - Pneudraulic Systems Mechanic | 17.47 |
| 23850 - Rigger | 17.47 |
| 23870 - Scale Mechanic | 15.92 |
| 23890 - Sheet-Metal Worker, Maintenance | 17.43 |
| 23910 - Small Engine Mechanic | 15.92 |
| 23930 - Telecommunication Mechanic I | 21.33 |
| 23931 - Telecommunication Mechanic II | 22.28 |
| 23950 - Telephone Lineman | 21.09 |
| 23960 - Welder, Combination, Maintenance | 17.43 |
| 23965 - Well Driller | 17.43 |
| 23970 - Woodcraft Worker | 17.47 |
| 23980 - Woodworker | 10.27 |

24000 - Personal Needs Occupations

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| | |
|--|-------|
| 24570 - Child Care Attendant | 9.68 |
| 24580 - Child Care Center Clerk | 12.06 |
| 24600 - Chore Aid | 6.36 |
| 24630 - Homemaker | 15.41 |
| 25000 - Plant and System Operation Occupations | |
| 25010 - Boiler Tender | 21.14 |
| 25040 - Sewage Plant Operator | 17.00 |
| 25070 - Stationary Engineer | 21.14 |
| 25190 - Ventilation Equipment Tender | 14.33 |
| 25210 - Water Treatment Plant Operator | 16.65 |
| 27000 - Protective Service Occupations | |
| (not set) - Police Officer | 21.21 |
| 27004 - Alarm Monitor | 13.96 |
| 27006 - Corrections Officer | 18.04 |
| 27010 - Court Security Officer | 18.04 |
| 27040 - Detention Officer | 18.04 |
| 27070 - Firefighter | 17.70 |
| 27101 - Guard I | 10.14 |
| 27102 - Guard II | 17.90 |
| 28000 - Stevedoring/Longshoremen Occupations | |
| 28010 - Blocker and Bracer | 16.16 |
| 28020 - Hatch Tender | 16.16 |
| 28030 - Line Handler | 16.16 |
| 28040 - Stevedore I | 15.12 |
| 28050 - Stevedore II | 17.21 |
| 29000 - Technical Occupations | |
| 21150 - Graphic Artist | 23.11 |
| 29010 - Air Traffic Control Specialist, Center (2) | 35.18 |
| 29011 - Air Traffic Control Specialist, Station (2) | 24.26 |
| 29012 - Air Traffic Control Specialist, Terminal (2) | 26.71 |
| 29023 - Archeological Technician I | 19.34 |
| 29024 - Archeological Technician II | 21.66 |
| 29025 - Archeological Technician III | 26.79 |
| 29030 - Cartographic Technician | 27.31 |
| 29035 - Computer Based Training (CBT) Specialist/ Instructor | 25.70 |
| 29040 - Civil Engineering Technician | 24.82 |
| 29061 - Drafter I | 16.82 |
| 29062 - Drafter II | 17.44 |
| 29063 - Drafter III | 21.12 |
| 29064 - Drafter IV | 26.79 |
| 29081 - Engineering Technician I | 15.08 |
| 29082 - Engineering Technician II | 18.74 |
| 29083 - Engineering Technician III | 21.81 |
| 29084 - Engineering Technician IV | 27.69 |
| 29085 - Engineering Technician V | 36.15 |
| 29086 - Engineering Technician VI | 41.10 |
| 29090 - Environmental Technician | 24.76 |

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| | |
|--|-------|
| 29100 - Flight Simulator/Instructor (Pilot) | 32.45 |
| 29160 - Instructor | 23.47 |
| 29210 - Laboratory Technician | 19.77 |
| 29240 - Mathematical Technician | 28.04 |
| 29361 - Paralegal/Legal Assistant I | 17.80 |
| 29362 - Paralegal/Legal Assistant II | 21.38 |
| 29363 - Paralegal/Legal Assistant III | 26.62 |
| 29364 - Paralegal/Legal Assistant IV | 29.59 |
| 29390 - Photooptics Technician | 26.79 |
| 29480 - Technical Writer | 24.02 |
| 29491 - Unexploded Ordnance (UXO) Technician I | 22.35 |
| 29492 - Unexploded Ordnance (UXO) Technician II | 27.05 |
| 29493 - Unexploded Ordnance (UXO) Technician III | 34.42 |
| 29494 - Unexploded (UXO) Safety Escort | 22.35 |
| 29495 - Unexploded (UXO) Sweep Personnel | 22.35 |
| 29620 - Weather Observer, Senior (3) | 21.81 |
| 29621 - Weather Observer, Combined Upper Air and Surface Programs (3) | 17.99 |
| 29622 - Weather Observer, Upper Air | 17.99 |

31000 - Transportation/ Mobile Equipment Operation Occupations

| | |
|--------------------------------------|-------|
| 31030 - Bus Driver | 15.48 |
| 31260 - Parking and Lot Attendant | 8.34 |
| 31290 - Shuttle Bus Driver | 12.67 |
| 31300 - Taxi Driver | 9.00 |
| 31361 - Truckdriver, Light Truck | 12.67 |
| 31362 - Truckdriver, Medium Truck | 14.97 |
| 31363 - Truckdriver, Heavy Truck | 16.00 |
| 31364 - Truckdriver, Tractor-Trailer | 16.00 |

99000 - Miscellaneous Occupations

| | |
|--|-------|
| 99020 - Animal Caretaker | 8.21 |
| 99030 - Cashier | 9.10 |
| 99041 - Carnival Equipment Operator | 9.72 |
| 99042 - Carnival Equipment Repairer | 10.22 |
| 99043 - Carnival Worker | 7.50 |
| 99050 - Desk Clerk | 10.65 |
| 99095 - Embalmer | 19.59 |
| 99300 - Lifeguard | 11.75 |
| 99310 - Mortician | 24.04 |
| 99350 - Park Attendant (Aide) | 14.75 |
| 99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech) | 9.48 |
| 99500 - Recreation Specialist | 14.74 |
| 99510 - Recycling Worker | 13.45 |
| 99610 - Sales Clerk | 10.85 |
| 99620 - School Crossing Guard (Crosswalk Attendant) | 8.29 |
| 99630 - Sport Official | 11.47 |
| 99658 - Survey Party Chief (Chief of Party) | 19.92 |
| 99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.) | 17.23 |
| 99660 - Surveying Aide | 13.64 |
| 99690 - Swimming Pool Operator | 13.10 |

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| | |
|---|-------|
| 99720 - Vending Machine Attendant | 10.91 |
| 99730 - Vending Machine Repairer | 13.10 |
| 99740 - Vending Machine Repairer Helper | 11.19 |

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation,

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demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement,

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dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}. When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

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When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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SAFETY AND HEALTH PLAN

(To be provided by Contractor)

Section J-15

Security Classification Requirements

The Form DD254 is included in this contract and identifies all NASA, JSC and DOD Industry Security Requirements. There is a requirement for security clearances on this contract. Security clearances are requested through Department of Defense in accordance with the National Industry Security Program Operating Manual (NISPOM), DOD 5220.22-77. The areas and approximate number of clearances required are listed below.

There is a requirement for a clearance for approximately one individual for Multimedia Products, one for Library Support Services, one for Graphics Services, one for Multimedia Operations, and one for Duplicating and Printing Systems, for a total of approximately 5 individuals.

Other areas may require background checks only.

JIMMS HAZARDOUS MATERIALS LIST
Attachment J - 16

CHEMICALS

1 - (2-Pyridylazo); 2-Naphthol
1 - Butanol
1,1,1 - Trichloroethane
1,10 - Phenanthroline
2 - Methyl-2, 4-Pentanediol (Hexalene Glycol)
2,2 - Ethylenedithiodiethanol (Silver Halide Solvent)
3,5-Dinitrobenzoic Acid (Anti-Fog #9)
3M Super 77 Spray Adhesive
3M Vac-U-Mount Spray
4-Aminophenol
4-N,N-Diethyl-2-Methyl Phenylenediamine Monohydrochloride
4-N-Ethyl-N-2-Methane Sulfonylaminoethyl-2-Methylphenylenediamine
AC 500 Metal Cleaner
Acetic Acid
Acetone
Acrylic Enamel (Xylene/Naphtha/MEK)
Acrylic Lacquer (Lead Chromates/MEK)/Toluene
Acrylic latex emulsion
Acrylic Spray (Xylene/heptane/toluene/acetone/naphtha)
Adhesive (Emulsion Latex Adhesive)
Adhesive Spray (Trichloroethane)
Adhesive, Glyptal 1276
Aircraft wax (Stoddard Solvent)
Aliphatic petroleum distillates
Alkyd (Toluene/Silicates/Alcohol, Anhydrous)
Alkyd Stain /Mineral spirits
Alkyd Varnish/Mineral Spirits
Aluminum Cleaner (Acid)
Aluminum Jelly (Phosphoric Acid/Diethylene Glycol)
Ammonium Acetate
Ammonium Bromide
Ammonium Chloride
Ammonium Hydroxide
Ammonium Nitrate
Ammonium Persulfate
Ammonium Thiosulfate 35%
Ammonium Thiosulfate Pentahydrate
Ammonium Thiocyanate
Anti-Fog No 9
Anti-Opaque Cleaner
Aqueous Acrylic Emulsion
Barium Diphenylamine Sulfonate
Batter y, Technacell (Lead, Sulfuric Acid)
Bentonite
Benzyl Alcohol
Bleaching Agent BL-1
Borax
Brakleen Aerosol (Trichloroethane)
Bromocresol Purple

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Butyl Acetate
Caustic Potassium Flake
Celite
Ceric Ammonium Nitrate
Chemtronic head cleaner
Chromic Acid
Citrazinic Acid
Citric Acid
Clear ink (2-Butoxyethanol (25-35%), Resin mixtures 25-35%), Diacetone
alcohol (10-15%)
Color ink (2-Butoxyethanol (30-45%), Resin mixture 30-35%), lead
compounds (1-5%)
Cramolin Liquid
Denatured Alcohol
Dent filler (Dibenzoyl Peroxide)
Dent filler (Polyester Resin)
Detergent
Developer
Developer Systems Cleaner, Part A
Developer Systems Cleaner, Part B
Developer Systems Cleaner, Part C
Dichlorodifluoromethane
Diethylene Triamine Tetra Acetic Acid Tetrasodium Salt (Anti-Calcium)
Diluted Epoxidized Resin
Dimesone
Disinfectant, General Purpose
Disk Adhesives (Toluene, Heptane, Rubber Resins)
Dura-Flo Developer Replenisher Part B
Dura-Flo Developer Replenisher, Part A
Dura-Flo RT Developer Replenisher
Dura-Flo RT Developer Replenisher
Dura-Flo RT Developer Starter
Dura-Flo RT Developer Starter
Dust-Off Pressurized Air
Electro-ease Solvent Degreaser
Epoxy (Titanium Dioxide/Polymide Resin/Precipitated Silica)
Epoxy Resin
Ethyl Acetate
Ethylene Diamine
Ethylene Diamine Tetra Acetic Acid, Disodium Salt
Ethylene Diamine Tetra Acetic Acid, Sodium Salt
Fast Thinner (Aromatic Naphtha)
Ferric Ammonium Nitrate (Bleaching Agent BL-1)
Ferric Nitrate
Ferric Nitrate, 35%
Ferric Sulfate Monohydrate
Ferrioin Indicator

Film Cement
Fixer
Fixer Wash System Cleaner

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Fixitive Laquer
Flattening paste (Phthalate/Magnesium Silicate/Xylene/MEK)
Formaldehyde
Formulated Neoprene Adhesive
Fuser
Gel-Gloss (Morpholine/Petroleum Distillates)
Gelatin
Glass Cleaner
Glue (PVAC emulsion)
Hexadecyltrimethyl Ammonium Bromide (CTAB)
Hexane
Hexane (Bestine)
House Paint
Hydrobromic Acid
Hydroquinone
Hydroxylamine Sulfate
Ilford Universal Fixer Replenisher
Ink (Propylene Glycol Monoethyl Ether Acetate)
Ink, Cadmium
Ink, Carmine
Ink, Hookers Green
Ink, Ultramarine #18
Ink, Van Dyke Brown
Ink, Van Dyke Brown
Ink, White
Iodine
Iodine Solution 1/10 Normal
Isopar G
Isopropyl Alcohol
Isopropyl Alcohol (Anhydrous/Orthophosphoric/Hexavalent)
Isopropyl Alcohol Anhydrous
Ketones
L-Ascorbic Acid
Lacquer (Naphtha/Xylene/Toluene/Methyl Isobutylketone/Alcohol)
Lacquer Screen Ink (Ethanol/Naphtha/Lead)
Lasso Liquid Bleach
Latex wall paint
Log E Glass Cleaner
LS41 AntiNewton Spray
Lubricating Compound A-615
Lubricating Compound, Silicone
M-Cresol Purple
Methanol
Methyl Red
Microlight (Tris Phenol)
Modified Alkyd/Petroleum Distillates/Silicates
Molybdenum 3 Reagent
Multicore Solder
N-Ethyl-N-2-Hydroxyethyl Paraphenylenediamine Sulfate
N-Ethyl-N-2-Hydroxyethyl-P-Phenylenediamine
Nacco Film Cleaner

JIMMS HAZARDOUS MATERIALS LIST
Attachment J - 16

Naptha (Aliphatic Petroleum Hydrocarbon)
Natrastol (Hydroxy Ethyl Cellulose)
Nitrilotris (Methylene) Triphosphic Acid Pentasodium Acid Salt
Nitrocellulose Lacquer
Nokorode Solder Paste
Nostat-X Plus
Oakite 33
Oil Finish (Petroleum Distillate)
Opaquing Solution High Speed Black-Out
P-Methyl Aminophenol Sulfate (Elon)
Paint (Aliphatic Naphtha, Isobutyl Isobutyrate, Butyl Alcohol, Butyl Acetate)
Paint (Alkyd Resin/Mineral Spirits/Titanium Dioxide)
Paint (Mineral spirits/Toluol)
Paint, Oil (Petroleum distillate)
PEC 12 Professional Emulsion Cleaner
Perchlorethylene (Luxene)
PH 10 Buffer Solution
PH 4 Buffer Solution
PH 7 Buffer Solution
Phenidone
Phenolphthalein
Phosphoric Acid
Photo Lacquer (Isobutyl Acetate/B-Methylpropyl Ethanoate/MEK/Toluene)
Photo Lacquer Matte Spray
Photo Laquer Glossy Spray
Photo-Flo 200 Solution (Surfactant)
Pipe Cleaner (Acetone/MEK)
Plastic Resin glue (Urea-formaldehyde resin)
Poly (Sodium 4-Styrene Sulfonate)
Polyester Resins, Styrene
Polyvinyl Alcohol
Potassium Borohydride
Potassium Bromide
Potassium Carbonate
Potassium Dichromate
Potassium Ferricyanide
Potassium Hydrogen Phthalate
Potassium Hydroquinone Monosulfonate (DA-1)
Potassium Hydroxide
Potassium Hydroxide, Pellets
Potassium Iodate
Potassium Nitrate
Potassium Permanganate
Potassium Persulfate
Potassium Phosphate, Dibasic
Potassium Sulfite
Potassium Thiocyanate
Propionic Acid
Propylene Diamene Tetra Acetic Acid (PDTA)
Purex 10% Sodium Hypochlorite Solution (Bleach)
PVC Solvent cleaner (Tetrahydrofuran/MEK)

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Quik-Solv Lubricant
Reagent Alcohol
Receptor
Remover (Methylene Chloride/Toluene/Xylene/Methanol)
Scotch Spray Mount
Scratch Coat Laquer (Acetone-Based)
Screen Ink (Aliphatic hydrocarbon/Naphtha)
Screen Ink (Naphtha/Lead sulfate/Cyclohexane)
Screen Ink (Petroleum Distillates/Barium Sulfate)
Sheila Shine
Silica Gel Dessicant
Silicon Dioxide
Silicone Spray
Silicone Spray Lubricant
Silver Bromide
Silver Nitrate
Slick Lubricant
Slow Hardener (Modified Aliphatic Polyamine)
Sodiuk Acetate
Sodium Chloride
Sodium (Tetra) Ethylene Diamine Tetra Acetate
Sodium Bicarbonate
Sodium Bisulfite
Sodium Borate
Sodium Bromide
Sodium Carbonate
Sodium Citrate
Sodium Hydroxide
Sodium Metabisulfite
Sodium Metaborate
Sodium Metaphosphate
Sodium Methoxide
Sodium Monohydrogen Phosphate
Sodium Nitrate
Sodium Persulfate
Sodium Phosphate, Monobasic
Sodium Sulfide, Nanohydrate
Sodium Thiocyanate
Sodium Thiosulfate
Sodium Thiosulfate, Pentahydrate
Soldering flux (Zinc Chloride)
Solvent (Xylene)
Solvent Blend (VM&P Naphtha)
Solvent Blend (Acetone/Toluene/Naphtha/Acetate)
Solvent Blend (MEK/Naphtha/Toluene Acetate)
Solvent Mixture (Acetoxyethane/Propanol/Hexane)
Solvent Mixture (2-butanone/Toluene)
Solvent Mixture (Ethanol/Naphtha)
Solvent Thinner Primer (Xylene/Ethyl Acetate/Propylene glycol/Monopropyl/ether)
Spray Lacquer (Toluol/Acetone/MEK/Ethyl 3-Ethoxypropionate)

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Spray Paint (Xylene/Toluene/VM&P Naphtha/2-Butoxyethanol)
Spray Paint (Acetone/heptane/naphtha/Xylene)
Spray Paint (Acetone/MEK/Xylene/methyl/Isobutyl ketone/titanium dioxide)
Spray Paint (Methylene chloride/Heptane/ Toluene/Acetone/Zinc)
Spray Paint (Methylene chloride/Toluol VW&P Naphtha)
Spray Paint (Toluene/Acetone/Naphtha/Magnesium)
Spray Paint (Toluene/Acetone/VM&P Naphtha/Mineral dioxide)
Spray Paint (Xylol/Toluene)
Spray Paint (Xylol/Toluene/Mineral Spirits/Titanium Dioxide)
Spray Paint (Xylol/Toluene/VM&P Naphtha/MEK)
Spray Primer (Acetone/toluene/VM&P naphtha)
Spray Primer (Acetone/Xylene/Toluene VM&P Naphtha/Titanium dioxide)
Stain (Mineral Spirits/Pigments)
Stannous Chloride (Reversal Agent RA-4)
Starch, Soluble
Sudan I
Sulfuric Acid
Sulfuric Acid, 7 Normal Solution
Super Adhesive (Hexane Compound)
Sureguard Photographic Laquer
Targone (Surfactant Misture)
Thinner (Petroleum Distillate)
Thiourea
Thymol Blue
Toluene
Toner
Tri-Flow Lubricant
Tri-N-Butyl-Phosphate
Trichloroethane/Naphtha/Methylene chloride
Trichloro-trifluoroethane
Trypsin
Unipol Light Duty Cleaner
Vac-U-Mount Spray Adhesive
Versene Chelating Agent (Ethylene Diamine Tetra Acetic Acid)
Vinyl Screen Ink (Naphtha/Cyclohexanone/Dihydrofuranone/Lead)
Wash for inks (Acetone 2-Propanone (45-50%), Xylene (40-45%), Ethyl Benzene 5-10%)
WD-40 (Organic Mixture)
Weldwood Floor Adhesive
Wood Finish (Naphtha/Xylene/ethylene/glycol Ether)
Zinc Sulfate Heptahydrate
Zinc, Metal

CHEMICAL KITS

C-41

Bleach III, Part A
Bleach III, Part B
Bleach Regenerator
Bleach Starter
Bleach, Working Solution

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Developer, Part A
Developer, Part B
Developer, Part C
Developer, Replenisher
Developer, Starter
Developer, Working Solution
Fixer, Replenisher
Fixer, Working Solution
Fixer, Kit
Stabilizer Replenisher (Formaldehyde)
Stabilizer, Kit (Formaldehyde)
Stabilizer, Working Solution (Formaldehyde)

E-6

Defoamer
Final Rinse Replenisher
Final Rinse Working Solution
Final Rinse, Kit
Prebleach Replenisher
Prebleach, Working Solution
Prebleach, Working Solution

PREBLEACH, KIT

E-7

1st Developer Working Solution
1st Duplicating Developer Replenisher
1st Original Developer Replenisher
Bleach Replenisher
Bleach Working Solution
Color Developer Replenisher
Color Developer Working Solution
Fixer Replenisher
Reversal Working Solution
Developer Replenisher

CHEMICAL KITS

ECN-2

Developer Replenisher
Developer Working Solution
Fixer Working Solution
Fixer Replenisher
Stabilizer Working Solution

JIMMS HAZARDOUS MATERIALS LIST

Attachment J - 16

Stabilizer Replenisher
UL Bleach Replenisher
UL Bleach Working Solution

ECN/ECP

Prebath Replenisher
Prebath Working Solution
Stop Bath Replenisher
Stop Bath Working Solution

ECP-2

Accelerator Replenisher
Accelerator Working Solution
Bleach Replenisher
Bleach Working Solution
Developer Replenisher
Developer Working Solution
Ilford Universal Fixer Replenisher
Ilford Universal Fixer, Working Solution
Ilfospeed 2000 Developer Replenisher
Ilfospeed 2000 Developer Working Solution
Ilfospeed 2000 RT Developer Replenisher, Kit
Ilfospeed Universal Developer Replenisher
Ilfospeed Universal Developer Working Solution

RA RT

Developer Replenisher
Developer Starter
Developer Working Solution
Developer, Part A
Developer, Part B
Developer, Part C
Bleach Fix Replenisher

CHEMICAL KITS (Cont'd)

RA-4

Bleach Fix Working Solution
Bleach Fix, Part A
Bleach Fix, Part B
Developer Replenisher
Developer Working Solution
Developer, Part A
Developer, Part B

JIMMS HAZARDOUS MATERIALS LIST
Attachment J - 16

Developer, Part C
Developer Starter

CHEMICAL KITS, (Miscellaneous)

Opaque Air Brush Color, Badger, Black
Opaque Air Brush Color, Badger, Blue
Opaque Air Brush Color, Badger, Brown
Opaque Air Brush Color, Badger, Crimson
Opaque Air Brush Color, Badger, Magenta
Opaque Air Brush Color, Badger, Yellow

KODAK

Aeration Test Solution
Balanced Alkali (Sodium Metaborate)
Chelating Agent, #1
Film Cleaner, (1,1,1-trichloroethane)
HC 110 Developer
Lens Cleaner
HC 110 Developer
Lens Cleaner
Liquid Retouching Color, Blue
Liquid Retouching Color, Brown
Liquid Retouching Color, Cyan
Liquid Retouching Color, Green
Liquid Retouching Color, Magenta
Liquid Retouching Color, Neutral
Kodak Liquid Retouching Color, Orange
Liquid Retouching Color, Red
Liquid Retouching Color, Yellow
Persulfate Bleach Accelerator
Professional Film Cement
Rapid Fix, Part A
Rapid Fix, Part B
Rapid Fix, Replenisher
Rapid Fix, Working Solution
Retouching Fluid
Retouching Pigment, Crocein Scarlet 146 3751
Stabilizer Additive
T-Max Developer

VERSAMAT

641 Developer Replenisher
641 Developer Starter

JIMMS HAZARDOUS MATERIALS LIST
Attachment J - 16

J-17

PHASE-IN PLAN

(To be provided by Contractor)